Panasonic®

Panafax
UF-311
USER'S GUIDE

IMPORTANT INFORMATION

When requesting information, supplies, or service always refer to the model and serial number of your machine. The model and serial number's plate (Main Name Plate) is located on the rear of the machine.

For your convenience, space is provided below to record the information you may need in the future.

Model No. UF-311 _____   Serial No. _____

Date of Purchase _____

Dealer

_____

Address

_____

Telephone Number

(_____) _____ — _____

Supplies Telephone Number

(_____) _____ — _____

Service Telephone Number

(_____) _____ — _____

INTRODUCTION

Thank you very much for purchasing the Panafax UF-311.
The UF-311 is one of the most advanced models in the Panafax family of G3 compatible, desktop facsimile machines.

Some of its many features are given below.

1. Plain Paper Printing

Plain paper printing means you can easily write on received documents with a pen or pencil. Documents do not curl, making filing easier. In addition, plain paper does not fade, making it ideal for long term storage of important documents.

2. Easy Maintenance

Low cost operation is achieved by the use of an inkjet printer. Maintenance requires only changing an ink cartridge, making it quicker and easier than with other type of plain paper fax machines.

3. Timer Transmission

A built-in 24-hour timer enables the UF-311 to transmit at a preset time. You can save money by programming operations to occur during off-peak hours when telephone rates, especially long distance, are at their lowest.

4. Fax / Telephone Auto Switch

The UF-311 differentiates between an incoming fax or voice call and automatically switches the circuit to either receive a document or to ring until you pick up the telephone. With the UF-311 you do not require a separate telephone line for your fax.

5. TAM Interface

A Telephone Answering Machine (TAM) can be connected to the UF-311. The UF-311 determines whether the signal from the calling side is a fax or voice call. If it is fax, the UF-311 will switch the telephone line to start the fax communication. If a fax signal is not detected, the UF-311 will stay in the TAM mode and the caller can leave a message.

6. Memory Function

A standard image memory feature allows you to store up to 12 standard pages into the document memory. After the UF-311 stores your documents, it can send them to selected station(s) automatically. You do not have to wait until the transmission ends before retrieving your documents.

With a little practice, anyone can learn how to use the most frequently used features of the UF-311.
This User's Guide will help you to use your UF-311 quickly and easily. The Table of Contents shows where to find information on each feature. Although we recommend that you review each section briefly, it will only be necessary to read the sections that contain the feature(s) you are interested in, and will be using.

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1.1.

EXTERNAL VIEW

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Return Tray

Paper Exit Tray

Paper Width
Adjusting Lever

On   Off

Power Switch

ADF (Automatic
Document Feeder)

Paper Tray
Extender

Paper Supply Tray

1.2.

CONTROL PANEL

POWER Lamp
Lights when the power is ON.

ON LINE Lamp
Lights when communication begins.
Flashes when you place a document in the ADF unit correctly.

ALARM Lamp
Lights when a document becomes jammed, a communication error occurs or recording paper runs out.

FAX/TELEPHONE
Used to select TEL Mode, FAX Mode or Auto Switching Mode

TIMER
Used for Timer Controlled Transmission.

MEMORY
Used for Memory Transmission.

POLLING
Used to poll a document from remote station.

Key Pad
Used for Direct Dialling, recording phone numbers, and selecting functions.

TONE
[*]
Used to temporary change Dialling Mode to Tone when Pulse mode is set.

SET
[#]
Used to set some parameters.

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RESOLUTION
Used to set Standard or Fine. Also used as an arrow key (>), together with ORIGINAL (<), to move the cursor over recorded numbers and characters.

ORIGINAL
Used to set Normal , Light or Half Tone. Also serves as an arrow key (<), together with RESOLUTION (>), to move the cursor over recorded numbers and characters.

LCD Display
Indicates Date and Time and the current setting of Resolution and Original.
" ◄ " on the upper left during communication indicates that the remote station is sending an ID.

ABBR
Used to start Abbreviated Dialling.

PAUSE/REDIAL
Used to enter a pause when recording or dialling a telephone number, or to start last number redialling.

FLASH
Used to Flash dial.

One-Touch Keys (01-16)
Used for One-Touch Dialling.

STOP
Used to cancel operations. When it is pressed, the machine will return to standby.

SPACE
TEL/DIAL
Used to start Direct Dialling, and to enter a space in recorded telephone numbers.

CLEAR/COPY
Used to erase the previously entered input.
Used to make document copies.
Used to print out various list.

START
Used to start or set operations.

1.3.
FUNCTION LIST

Setting Parameters Your machine uses the SET key to perform various functions, as shown below.

01 To **16**		**Entering One-Touch Dialling Numbers** (See page 3-4)
ABBR	Enter ABBR. No.	**Entering Abbreviated Dialling Numbers** (See page 3-4)
1		**Setting Date & Time** (See page 3-1)
SET #	**2**	**Setting ID Number** (See page 3-2)
	3	**Setting Polling Password** (See page 5-1)
	4	**Setting LOGO** (See page 3-3)
	* Enter Parameter No.	**Setting Fax Parameters** (See page 3-6)
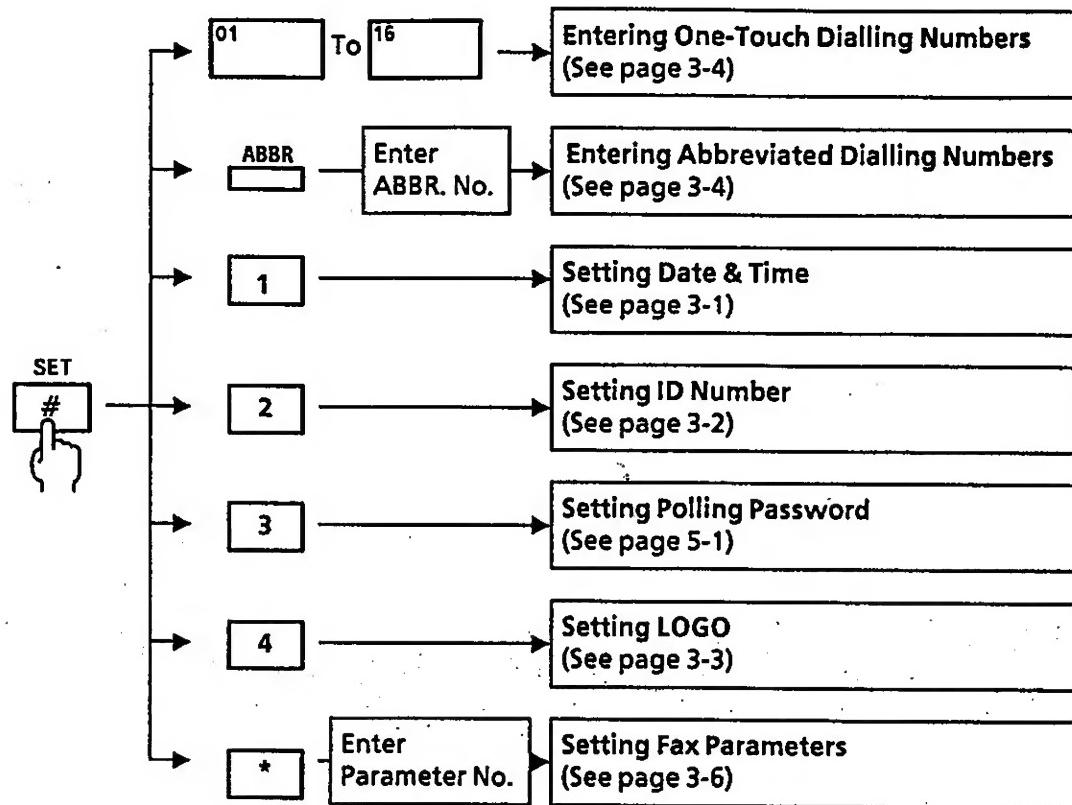
Print Out Lists In addition to making copies or to erase the previously entered input, the CLEAR/COPY key can also be used to print out various Lists and Journals.

◇ START		**Print out One-Touch / ABBR. Number List** (See page 6-6)
*	◇ START	**Print out Fax Parameter List** (See page 6-8)
CLEAR/COPY	**1** ◇ START	**Print out Ind. XMT Journal** (See page 6-1)
	2 ◇ START	**Print out 32 Transaction Journal** (See page 6-1)
	3 ◇ START	**Print out Character Code Table** (See page 6-7)
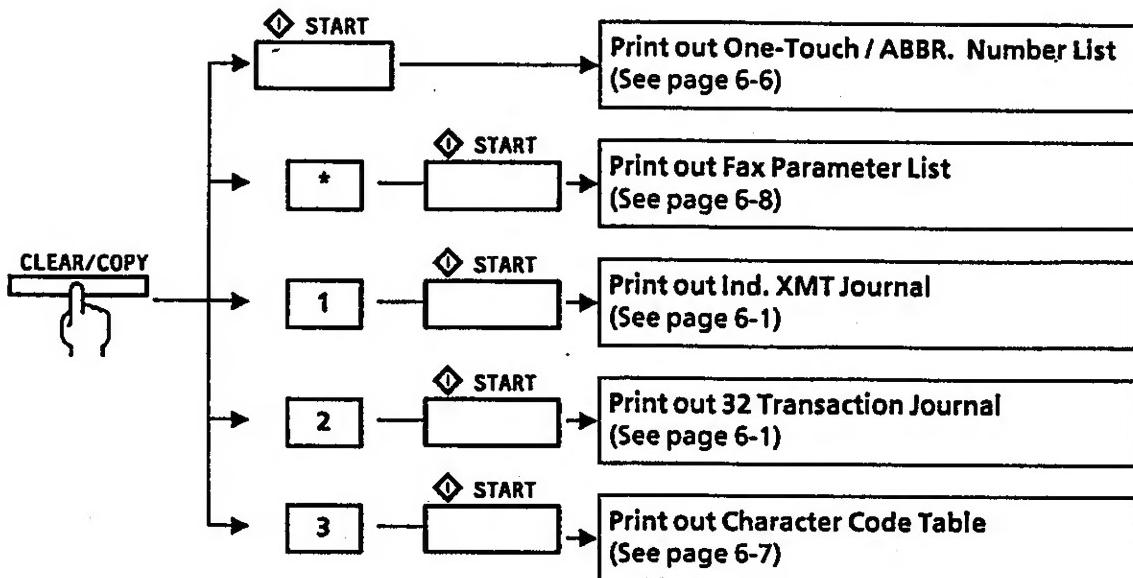
2.1.

CAUTION

1. Do not install the machine near heating or air conditioning unit.
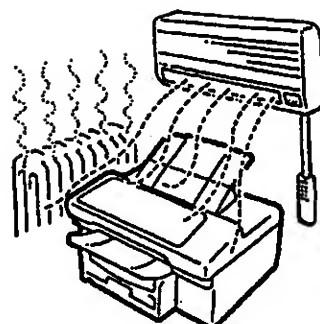
2. Avoid exposure to direct sunlight.

3. Install the machine on a flat surface, leave at least 10 cm of space between the machine and other objects.
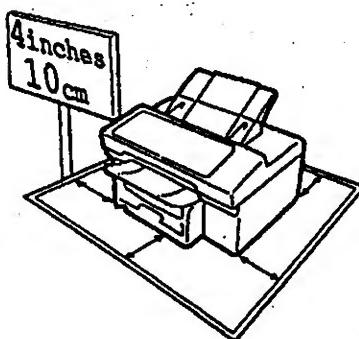
4. Do not block the ventilation openings.
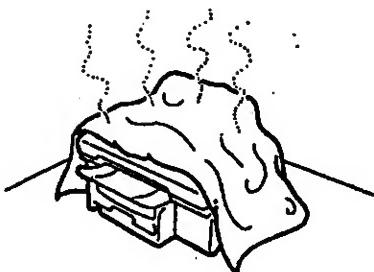
5. Do not place heavy objects, or spill liquids on the machine.
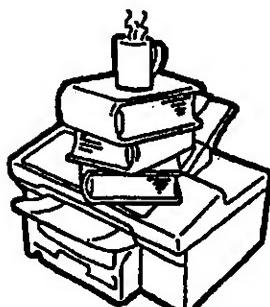
NOTE

If you move the machine to another location, clean the drain pan before moving the machine to prevent ink spillage, see page 7-11 .

2.2.

UNPACKING

Unpack the carton referring to the illustration shown below. Inspect the machine for any shipping damage and check that you have all accessories illustrated.

① Machine
② Print Cartridge
③ Sub-Tray
④ Document Return Tray

⑤ User's Guide
Quick Guide
Carrier Sheet
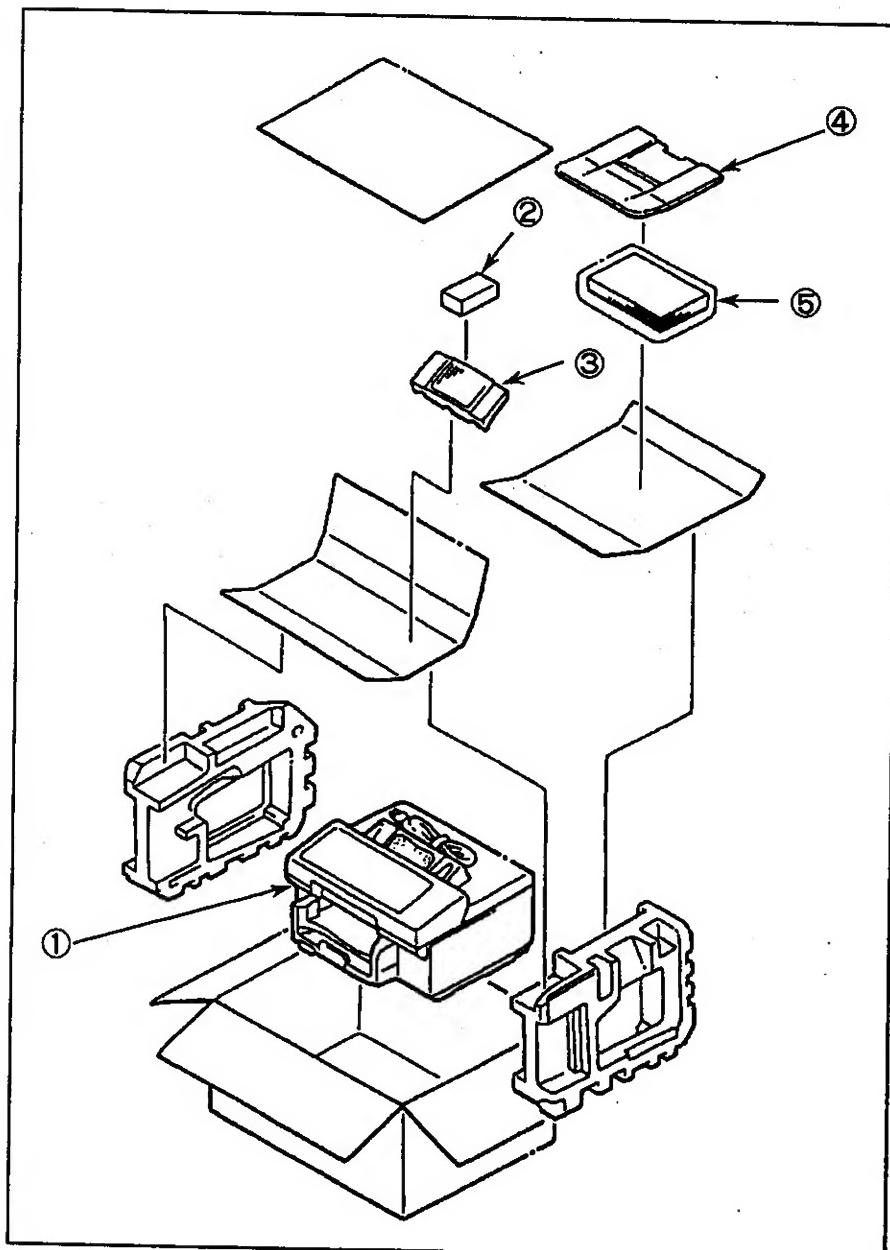
2.3.

INSTALLING
ACCESSORIES

Final Installed View

Sub-Tray

Paper Exit Tray

Paper Supply Tray

Document
Return Tray
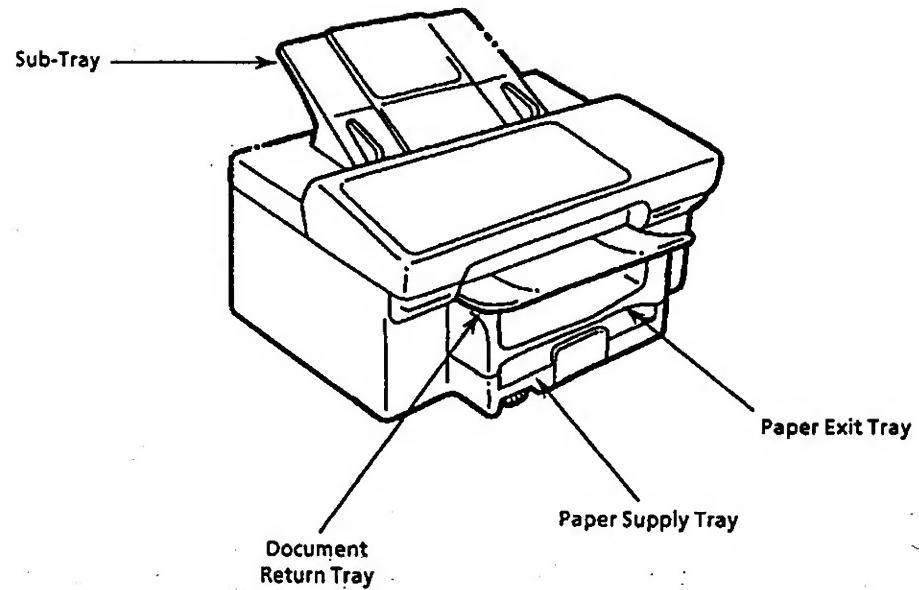
Installing Document Return Tray

1. Remove the Paper Exit Tray.
2. Install the Document Return Tray into the groves on the Paper Exit Tray.
3. Re-install the Paper Exit Tray with the Document Return Tary.

Document Return Tray

Paper Exit Tray
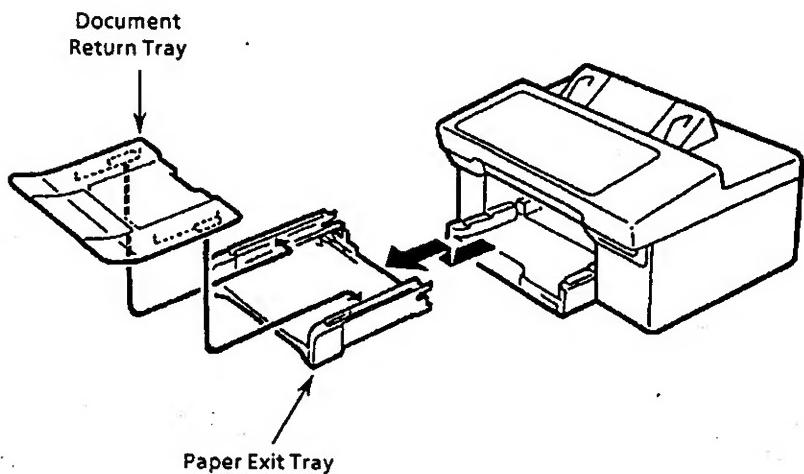
Installing Sub-Tray

1. Set the Sub-Tray onto the two hooks.
2. Tilt the Sub-Tray into the two holes until it latches.

Sub-Tray

Holes

Hooks
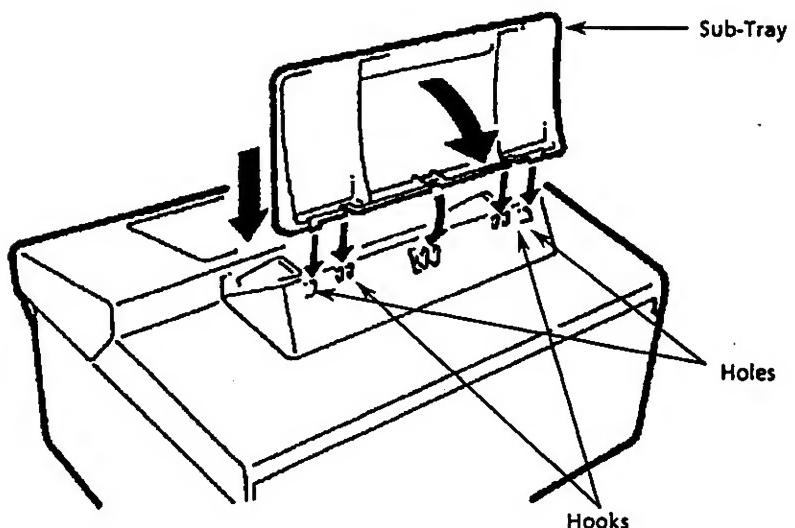
2.4.
INSTALLING PRINT
CARTRIDGE

1. Open the ADF Door and then open the Printer Cover.
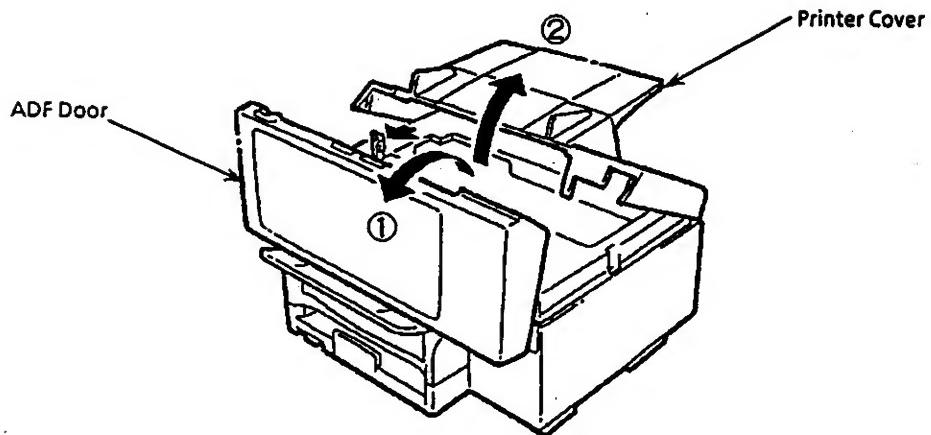
2. Open the Print Cartridge Container.

Grasp the Print Cartridge by the green arrow and remove it from its container.

Take care not to touch the copper "Ribbon" located on the front edge of the Print Cartridge. Also be sure that the copper "Ribbon" does not come in contact with any surface.
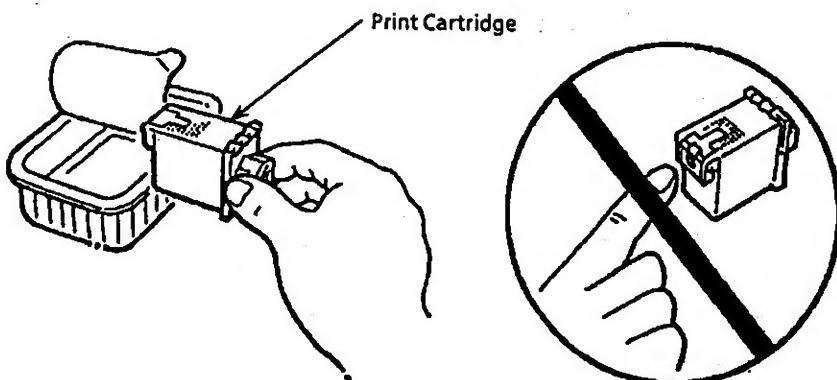
3. Gently remove the protective tape from the front of the Print Cartridge.
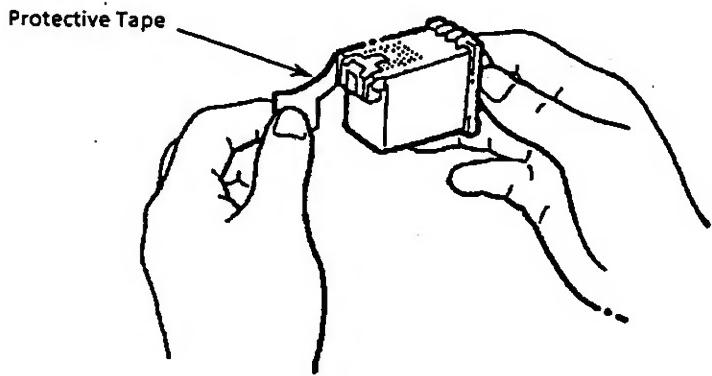
CAUTION

The ink in the Print Cartridge may be harmful to children if swallowed.

Keep new or used cartridges out of the reach of children and immediately discard used cartridge.

4. Hold the Print Cartridge by the green arrow located on the cartridge top, and insert the cartridge into the cradle with the green arrow on the cartridge top pointing to the green dot on the top of the cradle.
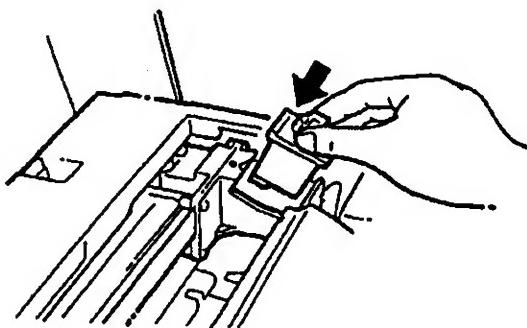
5. Place your thumb on the cartridge top and your forefinger on the cradle and squeeze your thumb and forefinger together, snapping the cartridge into place.
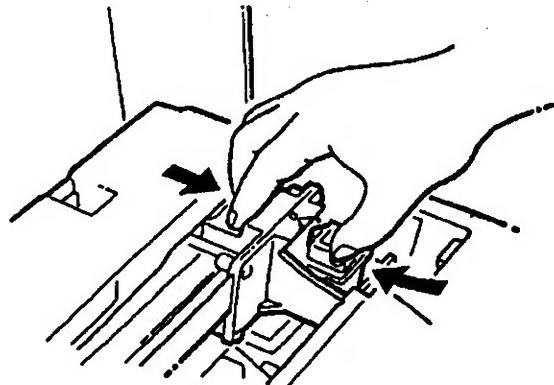
6. Close the Printer Cover and then the ADF Door.
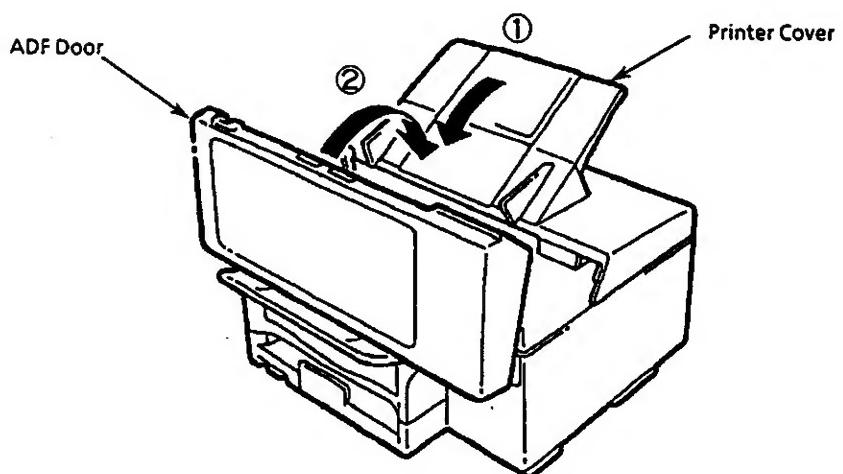
2.5.

LOADING RECORDING PAPER

Paper Specifications

In general, most bond papers will produce excellent results. Most photocopy papers will also work very well. There are many "name" and "generic" brands of paper available. We recommend that you test various papers until you obtain the results you are looking for.
For detailed recommended paper specifications, see page 8-2.

Loading Recording Paper

1. If you are using letter or legal size paper, slide the Paper Width Adjustment Lever, located below the left side of the Paper Supply Tray, to the left. If you are using A4 size paper, slide the Paper Width Adjustment Lever to the right.
You must also change the Recording Paper Size parameter (Fax Parameter No. 13). See page 2-10 or 3-6.

Paper Width
Adjustment Lever
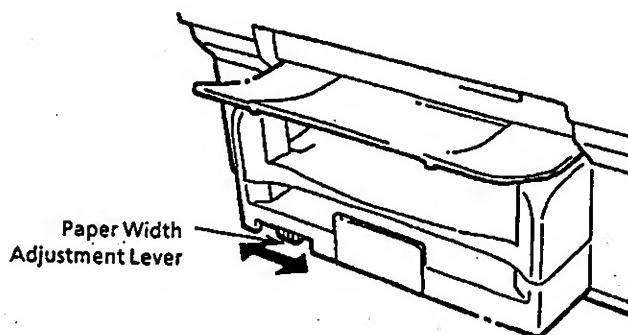
2. Pull out the Paper Tray Extender located on the centre front edge of the Paper Supply Tray.

Insert a stack of paper about 12mm thick (approximately 100 sheets of paper) squarely into the Paper Supply Tray, right side flush against the right side of the Tray.

Paper Tray Extender
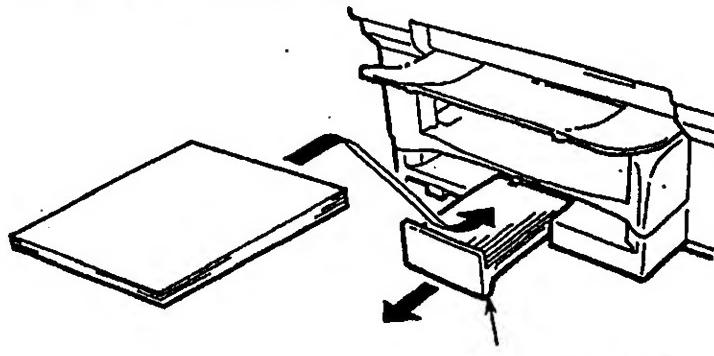
3. Slide the Paper Tray Extender in toward the paper to hold the paper against the printer.

Paper Tray Extender
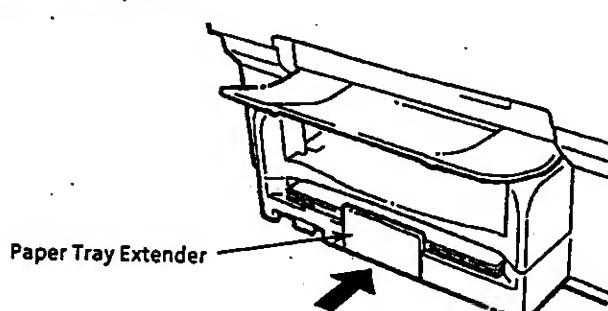
2.6.
CONNECTING THE TELEPHONE LINE AND POWER SUPPLY CORD

1. Plug the Telephone Line Cord into the Telephone Jack supplied by the Telephone Company.
2. Plug the Power Supply Cord into an ordinary AC outlet.
3. Turn the Power Switch ON.

Telephone Jack

Telephone Line Cord

Power Switch

Power Supply Cord
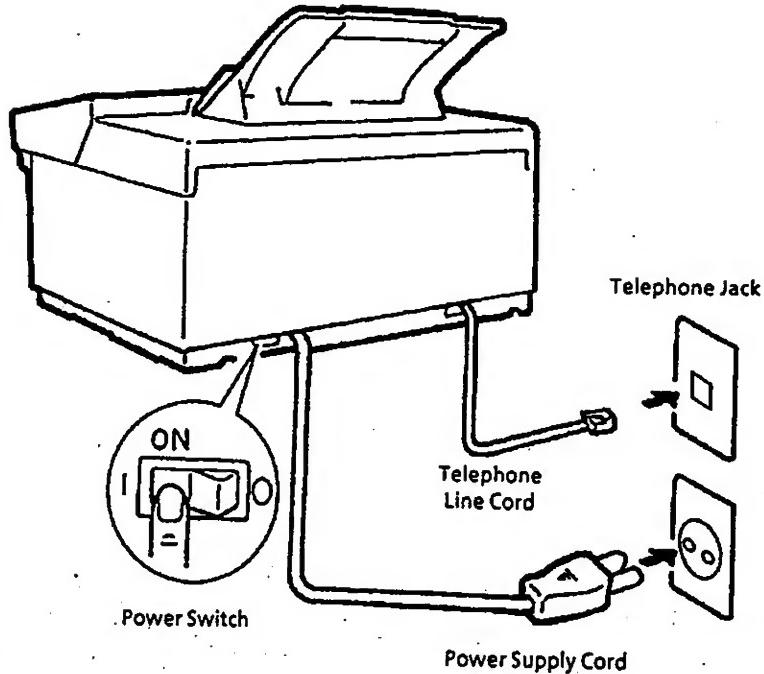
NOTE
1. *When you operate this equipment, the power socket/outlet should be near the equipment and be easily accessible.*

Notice To Users In New Zealand

1. Immediately disconnect the equipment should it become physical damaged, and arrange for its disposal or repair.
2. Disconnect the telecom connection before disconnecting the power connection prior to relocating the equipment, and reconnect the power first.
3. This equipment may not necessarily provide for the effective hand-over of a call to or from a telephone connected to the same line.
4. The operation of this equipment with audible warning devices or automatic ring detectors will give rise to bell tinkle or noise and may cause false tripping of the ring detector. Should such problems occur, the user is not to contact telecom faults service.
5. If the supply cord of this appliance is damaged, it must be replaced by the special cord supplied by a authorised Panasonic service centre.

2.7.
LIGHTNING
PRECAUTIONS

To minimize the possibility of damage due to lightning, a surge protector is built into your machine. Sometimes through this is not enough to protect the machine completely when a strong lightning surge comes through the telephone line or AC power line. To further protect the equipment, we recommend that you:

1. Install a surge protector that you may purchase at a computer store or electric store. (Please purchase a unit that will protect both the telephone line and AC line.)
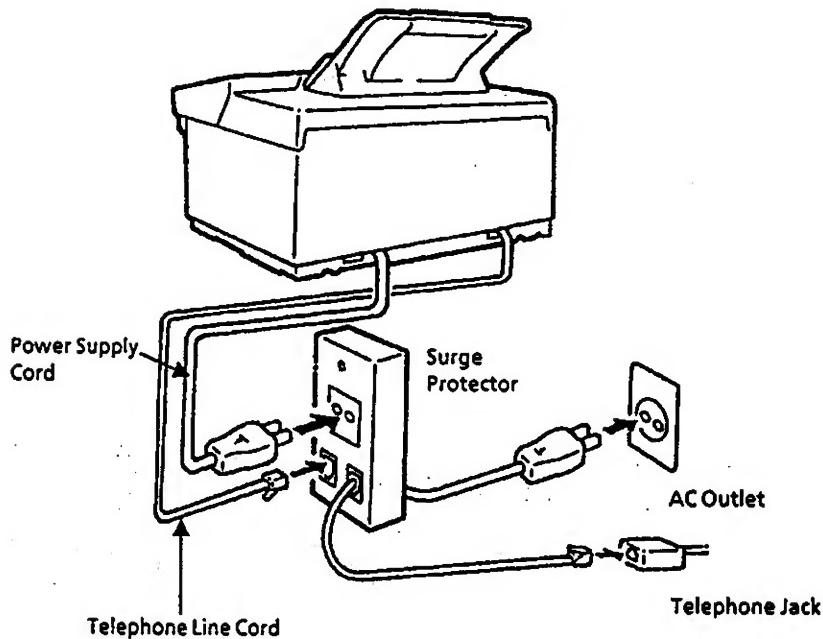
NOTE

The built-in battery can back up the contents of ID, Logo, Telephone number memory for up to 10 days when fully charged.

As soon as the thunderstorm is over, plug in the AC Cord and Telephone Line Cord, then turn ON the Power Switch.

2. If you know that a thunderstorm is coming:
   - Turn off the Power Switch and unplug the Power Supply Cord from the AC outlet. (see Note)
   - Unplug the Telephone Line Cord from the telephone jack.

2.8.

SETTING THE DIALLING
METHOD(Tone or Pulse)
& RECORDING PAPER SIZE

Setting the Dialling Method (Tone or Pulse)

Your machine can operate with either of two dialling methods (Tone or Pulse), depending on the type of telephone line you are connected to. If you need to change the dialling method to Tone or Pulse, follow the procedure below.

SET #   **TONE** *

`--`

0   **6**

`06          [1] 1`

Enter setting number.
Press 1 for Pulse
Press 2 for Tone
Ex : Press 2.

`06          [1] 2`

◇ START   ⊘ STOP
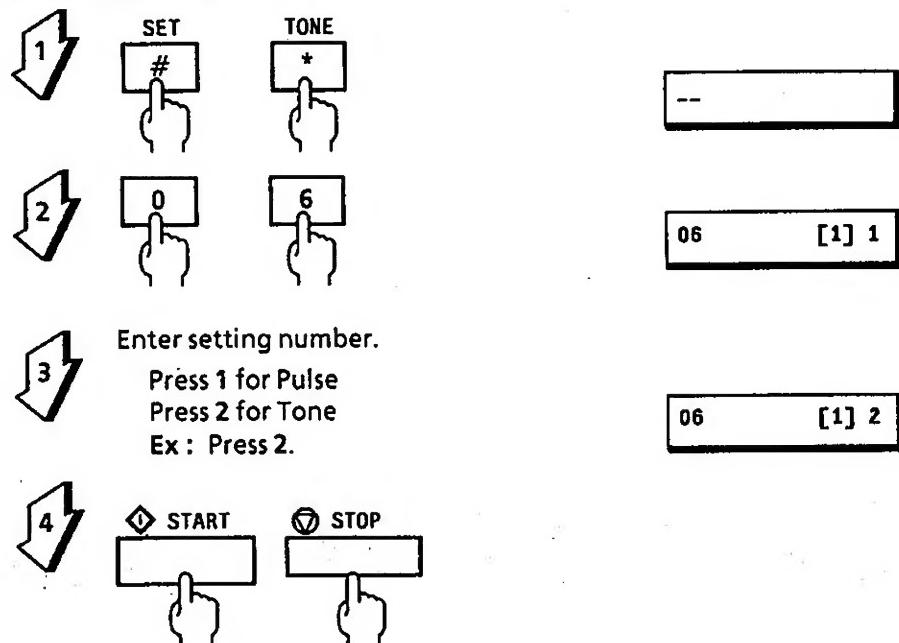
Setting the Recording Paper Size

Use the procedure below to set the correct recording paper size to the physical size of the paper being used (A4, Letter or Legal size).

SET #   **TONE** *

`--`

1   **3**

`13          [1] 1`

Enter setting number.
Press 1 for A4 size.
Press 2 for Letter size.
Press 3 for Legal size.
Ex : Press 2.

`13          [1] 2`

◇ START   ⊘ STOP
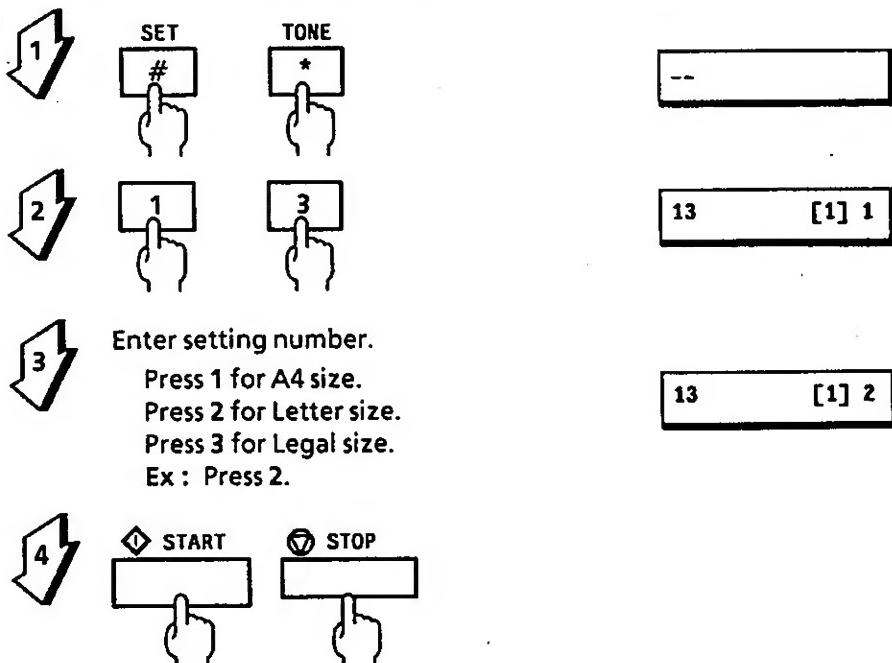
2.9.

FINAL INSTALLATION TEST

After installing your machine, it is advisable to make a copy and send a test fax to check whether the machine is working properly.

● Copy Test

1 Place a document face down on the ADF. Adjust the left and right Document Guides.

2 CLEAR/COPY

● Communication Test

1 Place a document face down on the ADF. Adjust the left and right Document Guides.
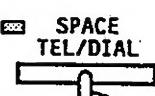
2 SPACE TEL/DIAL and dial the number from the keypad. EX: 5551234

(See page 4-4 for more details.)

3.1.

USER PARAMETERS

Your facsimile machine has several basic settings (User Parameters) to help you keep records of the documents you send or receive. For example, the built-in clock keeps the current date and time, and your LOGO and ID Number help identify you when you send or receive documents.

The built-in battery can back up this information for up to 10 days when it is fully charged.

How to Set the Date and Time

1. SET
   # 1

   `12-12-1991   12:00`

2. The display will show a date and time. Use the keypad to enter the new day (two-digits), month (two-digits), year (four-digits) and time (4-digits / 24-hour clock)

   EX: 12 August 1992 03:00
          120819920300

   `12-08-1992   03:00`

   If you make a mistake, use the <(ORIGINAL) and > (RESOLUTION) keys to move the cursor to the incorrect number and enter the new number over it.

   To set the date and time,

3. ◇ START
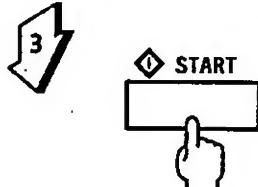
How to Set Your ID Number

If the remote machine has an ID Number, when sending or receiving, your ID Number will appear on the remote machine's display and the remote machine's ID Number will appear on your display.

We suggest you use your facsimile telephone number as your ID number, but you may use any number up to 20 digits long.

SET

1 `#` `2`

—
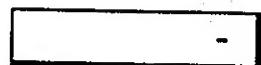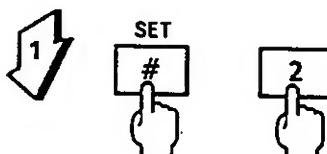
2 Enter ID digits (max. 20 digits). Use SPACE to enter a space. Use PAUSE to enter " + ".

EX : PAUSE 1 SPACE 212 SPACE 111 SPACE 1234

├1 212 111 1234_

If you make a mistake, press CLEAR/COPY to erase the digit then re-enter the correct number.

If more than 15 digits are entered, the first part of number will scroll off the display.
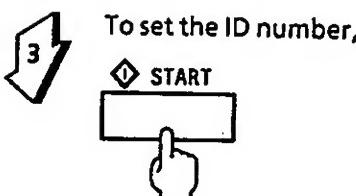
3 To set the ID number,

◇ START

NOTE

1. *When you enter " + " by pressing PAUSE, the display will show " ├ ".*
2. *If you wish to confirm entered ID number, print out a Journal and check the bottom line (see page 6-1).*
3. *For Turkey version machine: This function is not available because of Turkish regulation. The display may not show this function.*

How to Set Your LOGO

When you transmit a document, a header (LOGO, date, time and page number) appear on the top of each copy printed out at the other station.

The LOGO helps identify you to someone who receives your document. To set your LOGO (max. 25 characters), enter a two-digit code corresponding to the Character Code Table on page 8-3.

1.

SET

`#` `4`

`-                    :--`

2. Enter each letter (max. 25 characters), number and/or symbol in your LOGO using the keypad to enter each two-digit code and followed by the SET key (#).

EX: A B C D E F
    [10#11#SPACE12#13#14#15#]

`00 0000              :--`

- Symbol "□" appears when you enter a two-digit code for each character.
- The SPACE key can be used to enter a space instead of entering 72.

If you make a mistake, use the <(ORIGINAL) and > (RESOLUTION) keys to move the cursor to the incorrect character and re-enter the new character over it.

If more than 13 characters are entered, the first part of characters will scroll off the display.

3. To set the LOGO,

◇ START
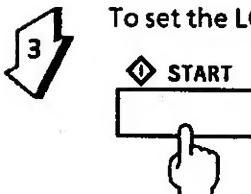
NOTE

1. *You can print out the Character Code Table (see page 6-7).*
2. *If you wish to confirm the entered ID number, print out a Journal and check the bottom line (see page 6-1).*

3.2.

ONE-TOUCH/ABBREVIATED DIALLING NUMBERS

Entering One-Touch/ Abbreviated Dialling Numbers

One-Touch and Abbreviated Dialling are two fast ways of dialling full telephone numbers. To use these dialling methods, you must first store the telephone number using the following procedure.

1   **SET** **#**

`[ - ]`
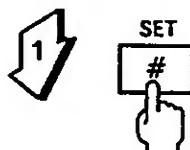
2a   To assign a One-Touch number, press a One-Touch key (01 to 16)
EX: One-Touch 07

`[07]        -`

2b   To assign an Abbreviated number, press ABBR and two-digit code on the keypad to enter any code from 16 to 50.
EX: ABBR 30

`[30]        -`

3   Enter the facsimile telephone number (up to 36 digits including pauses and spaces).
EX: 9 PAUSE 555 SPACE 1234

`[07]   9-555 1234`

4   To set the number,

◇ START

`[ -          :-- ]`
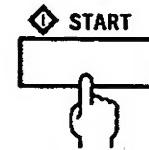
NOTE

1. *If you require a special access number to get an outside line, enter it first and then press PAUSE. A hyphen "-" is displayed for pause.*

2. *Use SPACE to enter a space between the numbers to make it easier to read.*

3. *If you input a wrong number in Step 3, use < (ORIGINAL) and > (RESOLUTION) keys to move the cursor to the incorrect number, then re-enter the correct number and press START.*

4. *When you press " * " and " # ", "L" is displayed for " * " and "J" for " # ".*

5. *If you are using Pulse dialling and you wish to change the Tone dialling in the middle of dialling, press "*", the display shows "/", after this, dialling mode will be changed from Pulse to Tone.*

5 Enter receiving station's name (up to 15 characters) using the Character Code Table on page 8-3.
(Press SET after entering the two-digit code for each character.)

   EX: EFGHIJKL
       14#15#16#17#18#19#20#21#

```
00000000      :--
```

6 To set the name,

   ◇ START
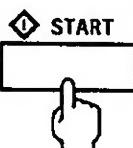
7 Repeat Steps 2a/2b to 6 to record more numbers, or, to return to standby, press STOP.

Filling Out the Station Directory Sheet

Use a pencil or a ball-point pen to fill in the station directory with station names corresponding to the One-Touch keys. The station directory sheet is held in place by a transparent plastic cover sheet.

To remove the station directory sheet,

1) Push the transparent plastic cover sheet downward until it is bent enough to take out.

2) Remove the transparent plastic cover sheet together with the station directory sheet.
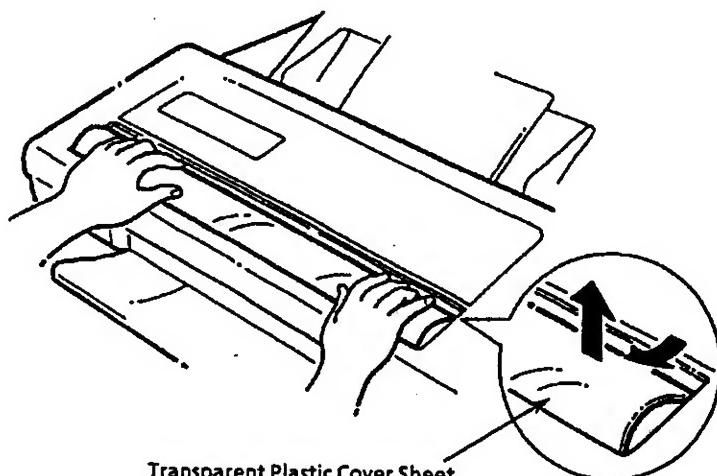
Transparent Plastic Cover Sheet

To replace the sheet,

1) Set the station directory sheet into proper position.

2) Place the transparent plastic cover sheet over the station directory sheet and insert the projections while bending the sheet.

3.3.

FAX PARAMETERS

Your facsimile machine has a variety of adjustable Fax Parameters. These parameters, listed in the Parameter Table, are preset for you and do not need to be changed. If you do want to make a change, read the table carefully. Some parameters, such as the Resolution and Original parameters, can be temporarily changed by a simple key operations just before a transmission is made. When the transmission ends, however, these parameters return to their preset values (Home position). Other parameters can only be changed by the procedure described below.

Setting Fax Parameters

1 — SET [#] TONE [*] → `--`
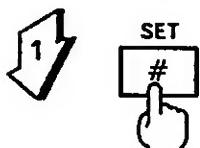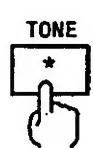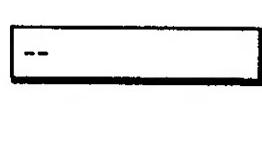
2 — Enter Fax Parameter number from the Fax Parameter Table (see page 3-7)
EX: 01 for RESOLUTION

The number showing inside the brackets is the standard setting and the number blinking on the right is the current setting.

`01          [1] 1`

3 — Enter the new setting value.
EX: 2 for FINE

`01          [1] 2`

4 — ◇ START

`--`
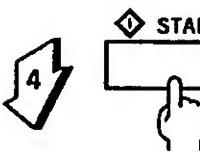
5 — Return to Step 2 to change another parameter, or, to return to standby, press STOP.

NOTE

1 *To print out a Fax Parameter List, see page 6-8.*

2. *The built-in battery can back up Fax Parameter settings up to 10 days when a power failure occurs.*

3. *If you entered a wrong number in Step 3, re-enter the correct number over it.*

Fax Parameter Table

No.	Parameter	Setting Number	Setting	Comments
01	RESOLUTION	1	Standard	Setting home position of the Resolution mode.
		2	Fine	
02	ORIGINAL	1	Normal	Setting home position of the Original mode.
		2	Light	
		3	Halftone	
05	COMM. JOURNAL	1	Off	Selecting home position of printout mode for COMM, Journal Off/On/INC. Off : No printout On : Always prints out Inc : Printout when communication has failed.
		2	On	
		3	INC	
06	DIALLING METHOD	1	Pulse	Selecting dialling method.
		2	Tone	
07	HEADER PRINT	1	Inside	Selecting printing location of the header. Inside : Inside TX copy area Outside : Outside TX copy area No print : No header print
		2	Outside	
		3	No print	
08	HEADER FORMAT	1	Logo, ID No.	Selecting header format.
		2	From To	
09	RECEIVED TIME PRINT	1	Invalid	Selecting whether or not the machine prints received time, page no., and remote ID on bottom of each received page.
		2	Valid	
11	TAM I/F	1	None	Selecting TAM Interface Mode.
		2	Connected	
12	SILENT DETECTION (TAM I/F)	1	Invalid	Selecting Silent Detection Mode.
		2	Valid	
13	REC. PAPER SIZE	1	A4	Selecting recording paper size.
		2	Letter	
		3	Legal	
14	PRINT QUALITY	1	Quality	Selecting print quality. Quality : Print is clear and dark Fast : Prints fast to save ink
		2	Fast	
15	PRINT REDUCTION	1	Fixed	Selecting print reduction mode. Fixed : Reduce document according to setting of Parameter No. 24 Auto : Reduce document according to length of received documents.
		2	Auto	
16	REDUCTION RATIO	70	70%	Selecting fixed print reduction ratio 70% to 100%.
		...	...	
		100	100%	
17	SUBSTITUTE RCV	1	Invalid	Selecting whether or not the machine receives to memory when recording paper runs out.
		2	Valid	
18	AUTO JOURNAL PRINT	1	Invalid	Selecting whether or not the machine prints the journal automatically after every 32 transactions.
		2	Valid	
19	KEY/BUZZER VOLUME	1	Soft	Selecting volume of the Key /Buzzer tone.
		2	Loud	
20	DIAGNOSTIC PASSWORD		(----)	Setting the password for Remote Diagnostic Mode. See your Panasonic Authorized Dealer for details.
21	TELEPHONE LINE	1	PSTN	Selecting type of connected line.
		2	PBX	
22	PSTN ACCESS CODE	----	0---	Setting PSTN Access Code. (max. 4 digits)

NOTE

1. The content of Fax Parameter may vary depending on each country regulation or specification.

2. Standard settings are printed on the Fax Parameter List. To printout Fax Parameter List, see page 6-8.

Chapter 4. BASIC OPERATION

4.1.
TRANSMITTING DOCUMENTS

4.1.1.
LOADING DOCUMENTS

Documents You Can Send   In general, your machine will send any document printed on A4 size paper.

Document Size	Document Thickness

Maximum Size

216mm

2000mm
(see Note 1)

Direction

Minimum Size

148mm

128mm

Direction

Single sheet;
0.06mm to
0.15mm

Multiple sheets;
0.06mm to
0.12mm
(NOTE 2)
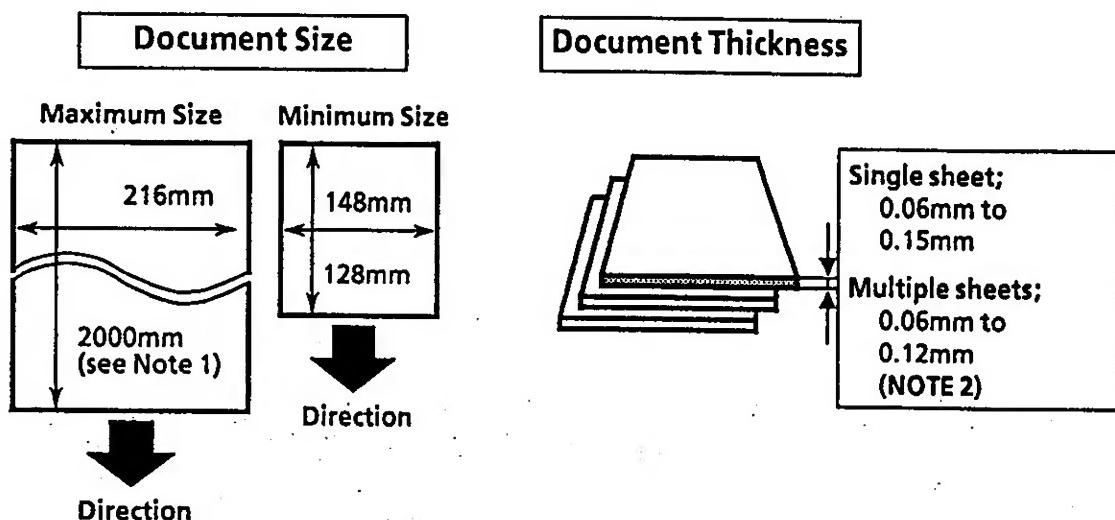
Documents You Cannot Send

You must never try to send documents that are ;
- Wet ·
- Covered with wet ink or paste
- Wrinkled, curled or folded
- Too thin (e.g. onionskin, airmail paper, pages from magazines, etc.)
- Too thick (e.g. card, etc.)
- Chemically processed (e.g. pressure-sensitive paper, carbon-coated paper, etc.)
- Coated (e.g. glossy paper, etc.)
- Made of cloth or metal

To transmit these kinds of documents, make a photocopy first and then transmit the copy.

How to Use the Carrier Sheet

If you send documents wrinkled, curled, folder, too thin or smaller than 148mm (W) x 128mm (L), you can send them using the carrier sheet in the ADF with the sealed edge first.

NOTE

1. *Transmitting documents longer than 356mm requires user's assistance.*

2. *You can stack up to 20 sheets on the ADF at one time.*

3. *Effective scanning width is 208mm.*

Sealed edge

Direction
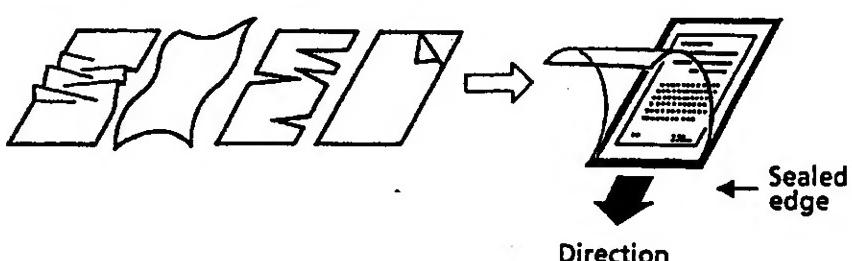
How to Load Documents

1. Be sure the document(s) is free of staples, paper clips and is not torn, greased or covered by any foreign objects.

2. Place the document(s) **FACE DOWN** on the Automatic Document Feeder (ADF) with the top edge going into the machine until it stops.

   If you are sending multiple pages, make sure that the bottom sheet enters first. you can also stack up to **20 PAGES** on the ADF at one time. If you have more than 20 pages, you can place them on top of the last page on the ADF once transmission has started, as long as you do not have more than 20 pages on the ADF at any one time.

3. Adjust the Document Guides to ensure the document is centred on the ADF.

Face down

Document Guides
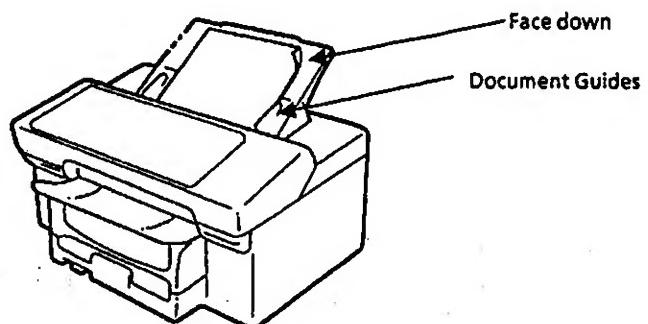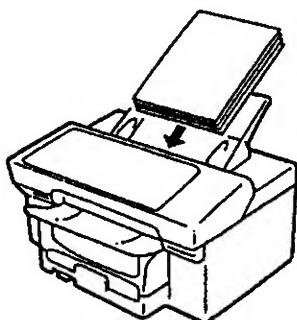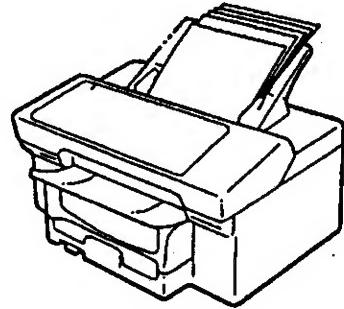
CORRECT   **INCORRECT**

NOTE

1. *When transmitting documents longer than A4 size, please extend sub-tray as below.*
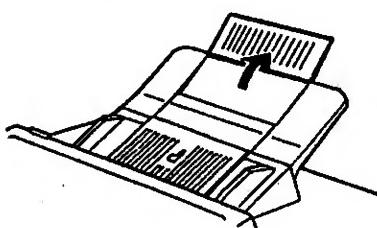
When you set a document on the ADF correctly, the **ON LINE** lamp will flashes. You can now change basic transmission settings, or begin the dialling procedure.

☼ ON LINE ☐ ALARM

| 12-08-1992 12:00 |

2. *Transmitting documents longer than 208mm requires user's assistance.*

4.1.2.
BASIC TRANSMISSION SETTINGS

You can temporarily change Resolution and Contrast settings before any ordinary transmission.
These settings can be altered before or after you place documents on the ADF. You can also change these settings during transmission, but the change will not become effective until the machine starts transmitting the next page

Resolution

Your machine is preset to Standard resolution, which is suitable for ordinary documents. Use Fine for very detailed documents.
Press RESOLUTION button to :
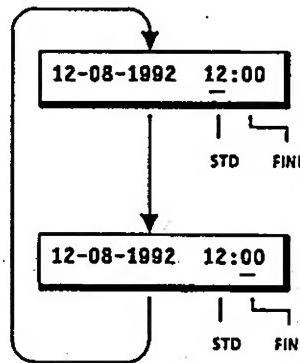
```
┌─────────────────────┐
│  12-08-1992  12:00  │      RESOLUTION = Standard
└─────────────────────┘
         STD   FINE

┌─────────────────────┐
│  12-08-1992  12:00  │      RESOLUTION = Fine
└─────────────────────┘
         STD   FINE
```

NOTE

1. When transmission ends, the setting returns to the preset setting.
2. To change the preset Resolution position, change Fax Parameter No.01 setting, see page 3-6.

Original (Contrast)

Your machine is preset to Normal contrast. If you have to send a document with Light contrast, it may be wise to change the setting to Light. If you have to send a photographs or illustrations with grey tones, it may be wise to change the setting to Halftone.
Press ORIGINAL button to:
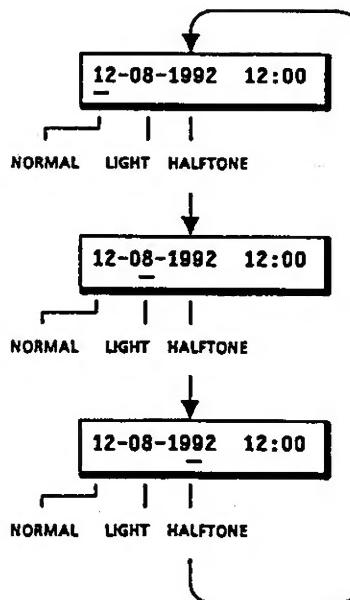
```
┌─────────────────────┐
│  12-08-1992  12:00  │      ORIGINAL = Normal
└─────────────────────┘
 NORMAL  LIGHT  HALFTONE

┌─────────────────────┐
│  12-08-1992  12:00  │      ORIGINAL = Light
└─────────────────────┘
 NORMAL  LIGHT  HALFTONE

┌─────────────────────┐
│  12-08-1992  12:00  │      ORIGINAL = Halftone
└─────────────────────┘
 NORMAL  LIGHT  HALFTONE
```

NOTE

1. When transmission ends, the setting returns to the preset setting.
2. To change the preset Contrast position, change Fax Parameter No.02 setting, see page 3-6.
3. You can verify if the transmission was successful or not by printing out a Communication Journal. Printout condition can be selected (ON/OFF/INC) by a fax parameter (see page 3-6).

4.1.3.
DIALLING TECHNIQUES

This section explains how to perform the following:

- Off-Hook Dialling
- On-Hook Dialling
- One-Touch / Abbreviated Dialling

Off-Hook Dialling

1. Place the document face down on the ADF. Adjust the Document Guides.

lamp blinking

```
☼ ON LINE
12-08-1992   12:00
```
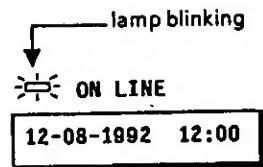
2. Lift the handset of the telephone set you have connected to the machine and then dial the number from the telephone set.

EX : 5551234

3. When you hear a beep sound, press START, then hang up the handset.
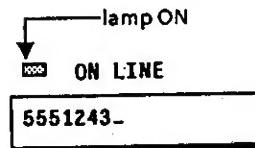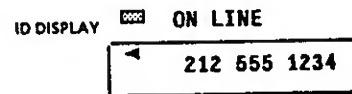
lamp ON

```
▭ ON LINE
5551243_
```

4. If the remote station has an ID, " ◄ " and the ID will appear on the display.

ID DISPLAY

```
▭ ON LINE
◄    212 555 1234
```

5. When transmission is completed, the display will show the number of pages sent.

lamp OFF

```
▭ ON LINE
                03
```

On-Hook Dialling

1. Place the document face down on the ADF. Adjust the Document Guides.

```
☀ ON LINE
┌─────────────────────┐
│ 12-08-1992   12:00  │
└─────────────────────┘
```

2.

```
▭  SPACE
   TEL/DIAL
```

```
☀ ON LINE
┌─────────────────────┐
│ -                   │
└─────────────────────┘
```
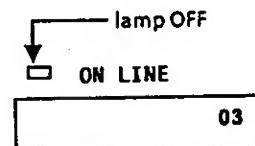
3. Dial the telephone number from the keypad.
EX : 5551234

```
☀ ON LINE
┌─────────────────────┐
│ 5551234_            │
└─────────────────────┘
```

Your machine will dial the number. If the line is free, your documents will be transmitted.

```
▭  ON LINE
┌─────────────────────┐
│ 5551234_            │
└─────────────────────┘
```

If the remote station has an ID, " ◄" and the ID will appear on the display.

ID DISPLAY

```
▭  ON LINE
┌─────────────────────┐
│ ◄    212 555 1234   │
└─────────────────────┘
```

When transmission is completed, the display will show the number of pages sent.

```
▭  ON LINE
┌─────────────────────┐
│                  03 │
└─────────────────────┘
```

If the line is busy, your machine will redial the number for you up to three times with three minute intervals .

```
☀ ON LINE
┌─────────────────────┐
│ 5551234             │
└─────────────────────┘
        └─── Blinking
```

If no contact is made after all automatic redials, the display will show an information code 630 or 634, that means the line was busy or did not answer.

```
☀ ON LINE  ▭ ALARM
┌─────────────────────┐
│                 630 │
└─────────────────────┘
```

NOTE

1. *If you need a special access number to get an outside line, dial it first then press PAUSE to enter a pause (represented by a "-") before dialling the full number.*
    EX : 9 PAUSE 5551234

2. *If you are using Pulse dialling and you wish to change the Tone dialling in the middle of dialling, press "*", the display shows "/", after this, dialling mode will be changed from Pulse to Tone*

One-Touch / Abbreviated Dialling

1 — Place the document face down on the ADF. Adjust the Document Guides.

```
⌖ ON LINE
┌─────────────────────┐
│ 12-08-1992   12:00  │
└─────────────────────┘
```

2a — Press a One-Touch key.

EX: [01]

2b — Press a ABBR and two-digit code.

EX: ABBR [2] [0]

The display will show the One-Touch or ABBR. number and the full number (e.g. 9-5551234).

```
⌖ ON LINE
┌─────────────────────┐
│ [01]    9-5551234   │
└─────────────────────┘
```

The machine will dial the number automatically.

```
⌖ ON LINE
┌─────────────────────┐
│ 9-5551234           │
└─────────────────────┘
```

If the line is free, your documents will be transmitted. If the remote station has an ID, " ◄ " and the ID will appear on the display.

```
▨    ON LINE
ID DISPLAY ┌─────────────────────┐
           │ ◄          555 1234 │
           └─────────────────────┘
```

When transmission is completed, the display will show the number of pages sent.

```
▭   ON LINE
┌─────────────────────┐
│                 03. │
└─────────────────────┘
```

If the line is busy, your machine will redial the number for you up to three times with three minute intervals

```
⌖ ON LINE
┌─────────────────────┐
│ [01]    9-5551234   │
└─────────────────────┘
            └──────Blinking
```

If no contact is made after all automatic redials, the display will show an information code 630 or 634, that means the line was busy or did not answer.

```
⌖ ON LINE   ▨ ALARM
┌─────────────────────┐
│                 630 │
└─────────────────────┘
```

4.1.4.
MEMORY TRANSMISSION

The memory function allows you to easily perform many different tasks. You can store your documents into memory and then have the machine transmit the stored documents automatically. You do not have to wait around until transmission is finished.

The advantages of memory transmission are :

1. The same document can be transmitted to multiple stations.
2. If communications fail when transmitting from the memory, your machine will re-transmit the remaining unsuccessful page(s) automatically.

① Store into memory ② Transmit ③ Receive
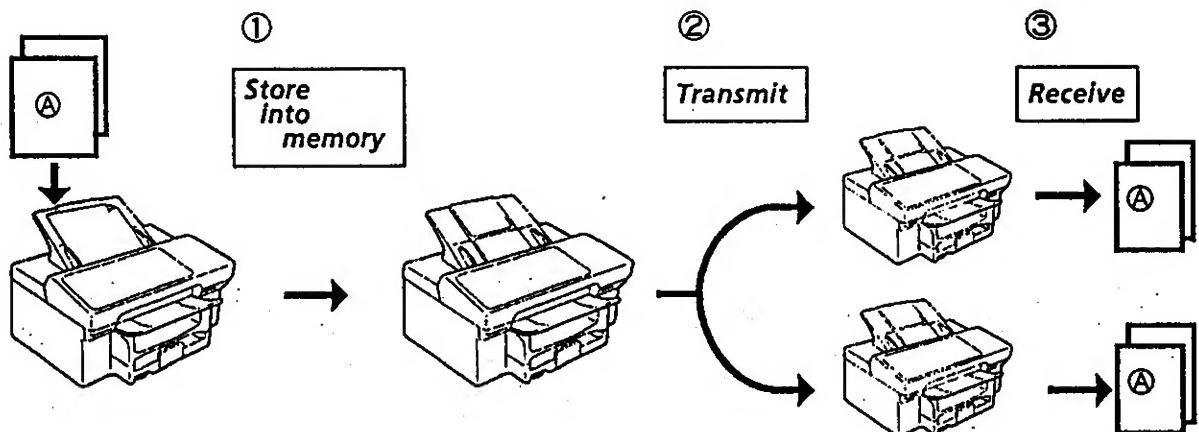
NOTE

1. *You can verify if the memory transmission was successful or not by printing out a Communication Journal. Print out condition can be selected (OFF/ON/INC) by a fax parameter (see page 3-6).*

2. *If a memory overflow condition occurs while storing documents into memory, the machine will start transmitting those pages which are successfully stored. If you wish to cancel this transmission, just press STOP. See Specifications, page 8-2 for the Image Memory Capacity.*

```
                    ▭ ALARM
          870
```

3. *The percentage of memory used is shown by "□" mark starting from the left corner of the display and the two-digits at the right corner indicates the number of pages storing into the memory.*

```
□□□--------    02
```
(Each " □ " represents 10 % of memory used.)

4. *An Information Code will be displayed if the transmission has failed or no answer at the receiving side after the last automatic redial. The document stored for this transmission will be erased from the memory automatically and the transmission is marked "INC" (incomplete) on the Communication Journal (COMM. JOURNAL).*

```
                    ▭ ALARM
          407
```

5. *When a power failure occurs, the document information stored in the memory will be lost. In this case a Power Failure Report will be printed out automatically after the Power is turned ON again. The report is not printed out if there are no documents stored in the memory. (See page 6-9)*

How to Send a Document Using Memory Transmission

If you have a number of pages to send to a single station or multiple stations at one time, you can save time by using memory transmission. That is, you can store the document in your machine's memory and then transmit it to the selected station(s) automatically.

1 Place the document face down on the ADF. Adjust the Document Guides.

```
☀ ON LINE
┌─────────────────────┐
│ 12-08-1992   12:00  │
└─────────────────────┘
```
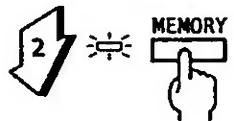
2 ☀ MEMORY

3 Dial by pressing a One-Touch key, ABBR and two-digit code or TEL/DIAL and a full number (up to 3 stations) or any combination of these.

Ex : One-Touch 01, ABBR 20 and TEL/DIAL 9 PAUSE 7824831

```
☀ ON LINE
┌─────────────────────┐
│ [01]     9-5551234  │
└─────────────────────┘

☀ ON LINE
┌─────────────────────┐
│ [20]     9-7777890  │
└─────────────────────┘

☀ ON LINE
┌─────────────────────┐
│ 9-7824831           │
└─────────────────────┘
```

4 ◇ START   to store the document into memory.

```
┌─────────────────────┐
│ □□□ -------     01  │
└─────────────────────┘
```

5 The machine begins dialling automatically.

```
☀ ON LINE
┌─────────────────────┐
│ 9-5551234_          │
└─────────────────────┘
```

NOTE

1. *To review the entered station(s) in Step 3 before going to the next step, press < (ORIGINAL), > (RESOLUTION). If you find an error, press CLEAR to erase the displayed station.*

2. *If you press STOP while the machine is still dialling or sending a document, the transmission will be cancelled and the document stored in the memory will be erased automatically.*

4.2.

RECEIVING DOCUMENTS

4.2.1.

RECEPTION MODES

When you set up your machine, you can select one of four Reception Modes as shown below. Your machine is preset to Fax Mode.

Reception Mode Conditions	Suggested Reception Mode	Settings
You normally receive only voice calls.	**Telephone Mode** You can answer the incoming calls the same as a normal phone. If you receive a fax call, simply press START to receive manually. (See page 4-10.)	FAX/TELEPHONE (Lamp: OFF)
You normally receive only fax calls.	**Fax Mode** Unit will receive document automatically. All incoming calls (including a voice call) are answered by the fax. (See page 4-10.)	FAX/TELEPHONE (Lamp: ON)
You receive both voice and fax calls.	**Auto Switching Mode (Fax/Tel Auto Switch)** Unit will answer the incoming call then distinguishes whether it is a voice or fax call. If it is a fax call, unit will receive document. If it is a voice call, unit will start beeping for your attention. (See page 4-11.)	FAX/TELEPHONE (Lamp: Flashes) Set Fax Parameter No. 11 TAM I/F to 1 :None.
You receive both voice and fax calls and a Telephone Answering Machine (TAM) is connected.	**Auto Switching Mode (TAM Interface)** The TAM answers the incoming call. During that time, the unit also monitors whether it is a voice call, the TAM will continue to function. If it is a fax call, the unit will automatically switch the line to fax and begin receiving document.(See page 4-12.)	FAX/TELEPHONE (Lamp: Flashes) Set Fax Parameter No. 11 TAM I/F to 2 :Connected.
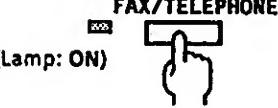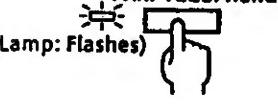
NOTE
TAM - Telephone Answering Machine.

4.2.2.
HOW TO SET / USE
TELEPHONE MODE

When your machine is set to this mode, your machine will not receive documents automatically. If you receive a fax call, follow the procedure to receive documents manually.

Setting the Telephone Mode

1. Press the FAX/TELEPHONE key and confirm that the lamp is OFF. This indicates that the machine is now set for Telephone Mode (Manual Reception).

FAX/TELEPHONE

Operation of Telephone Mode

1. When your telephone rings, lift the handset.

> If you hear a beep...beep sound from the phone, it means someone wants to send a fax. Or, if the caller answers and says he/she wants to send a fax, then...

2. Remove the document from ADF , if any.

START
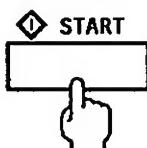
3. Hang up the telephone.

4.2.3.
HOW TO SET / USE
FAX MODE

When your machine is set to this mode, your machine will immediately begin to receive documents automatically when a call is received.

Setting the Fax Mode

1. Press the FAX/TELEPHONE key and confirm that the lamp is ON. This indicates that the machine is now set for Fax Mode

FAX/TELEPHONE

Operation of Fax Mode

1. Your machine will soon begin receiving automatically when a fax call is received.

4.2.4.

HOW TO SET / USE AUTO SWITCHING MODE (FAX/TEL AUTO SWITCH)

When your machine is set to this mode, your machine will switch to document reception or voice communication automatically.

Setting the Auto Switching Mode (Fax/Tel Auto Switch)

1. Set Fax Parameter No.11 TAM I/F to 1: None. (See page 3-6)

2. Press the FAX/TELEPHONE key and confirm that the lamp is flashing. This indicates that the machine is now set for the Auto Switching Mode.

FAX/TELEPHONE

Operation of Auto Switching Mode (Fax/Tel Auto Switch)

1. Your machine will soon answer the call when a call is received, then distinguish whether it is a voice or fax call.

If the call is a Fax call,	If the call is a Voice call,
2a. Your machine begins to receive the document.	2b. You machine begins making beep-beep-beep sounds through the machine's speaker.
	3b. Lift the phone and
	SPACE TEL/DIAL
	4b. Talk.
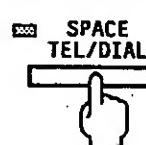
NOTE

The calling party will be charged for the call even though you are not available to answer the call when this mode is set to "Valid".

4.2.5.

HOW TO SET / USE AUTO SWITCHING MODE (TAM INTERFACE)

Your UF-311 is equipped with a unique feature called TAM Interface which enables it to automatically switch a single telephone line either to Fax or TAM. You can connect most TAMs in the market to your machine and use your existing telephone line very efficiently. However, some TAMs are not compatible with this machine. For the operation of your TAM, please refer to the User's Guide of the TAM.

Installing Your TAM

1. Remove the telephone line cord of your TAM from the wall jack.
2. Plug the telephone line cord of your TAM into the jack as shown below. (See NOTE 2)
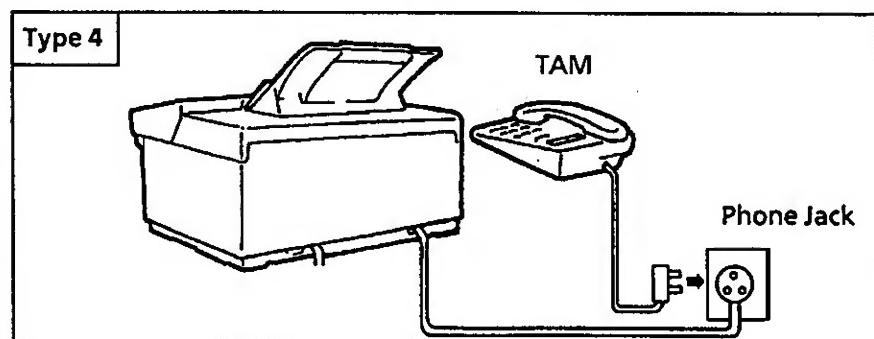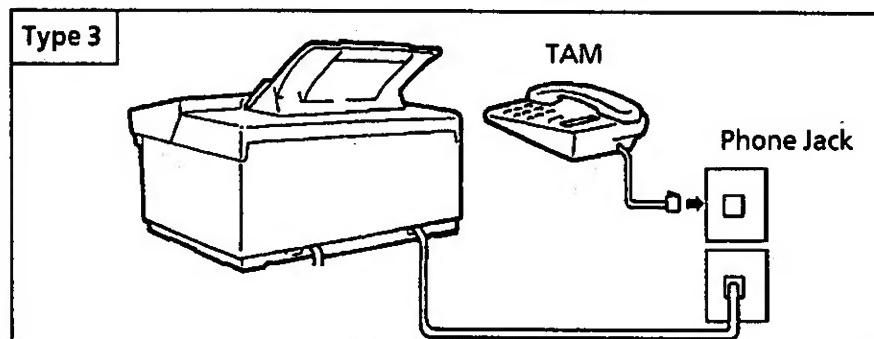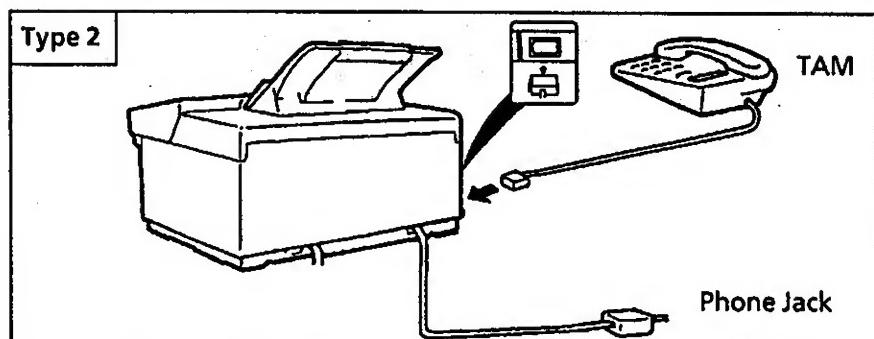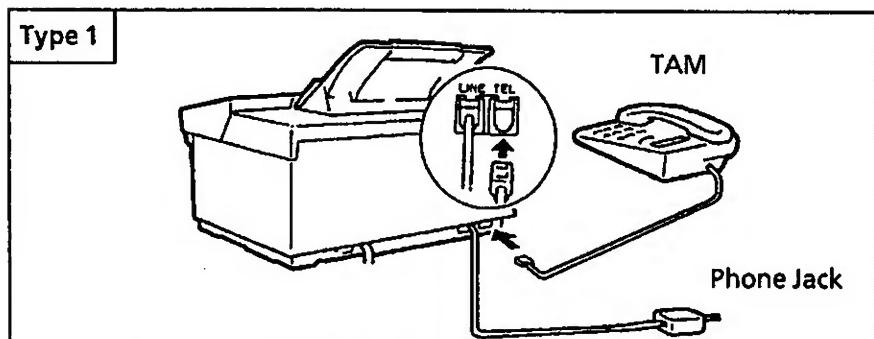
NOTE

1. *TAM - Telephone Answering Machine.*
2. *The connecting method for TAM may differ depending on the each country reguration. Please follow the appropriciate method for your country among above methods (Type 1 to 5).*
   For more details, please ask to your local Panasonic dealer.

Setting the Auto Switching Mode (TAM Interface)

1 Set Fax Parameter No.11 TAM I/F to 2: Connected. (See page 3-6)

**2** Press the FAX/TELEPHONE key and confirm that the lamp is flashing. This indicates that the machine is now set for the Auto Switching Mode.

FAX/TELEPHONE

Operation of Auto Switching Mode (TAM Interface)

1 When your TAM and Fax receives an incoming call , the TAM always answers the call first and then the TAM sends an OGM (Outgoing Message) recorded in your TAM to the calling station.
During the time theTAM is answering the call, your fax machine will be monitoring the line to distinguish whether it is a voice or fax call.

If the call is a Fax call,	If the call is a Voice call,
2a Your machine will switch the line to the fax and then begins to receive the documents immediately from calling station.	**2b** Your TAM continues to record a message (ICM) after sending out an OGM.

Sample of OGM

"Hello, this is Smith. I am sorry but I cannot come to the phone right now. Please leave your message after the beep. I will call you back as soon as possible. This telephone is connected to a Panafax machine also. If you want to send a fax message, please send it now. Fax will answer automatically. Thank you for calling.

4.2.6.
PRINT MARGIN

Your machine requires print margins as shown below.
The machine cannot print in these area.
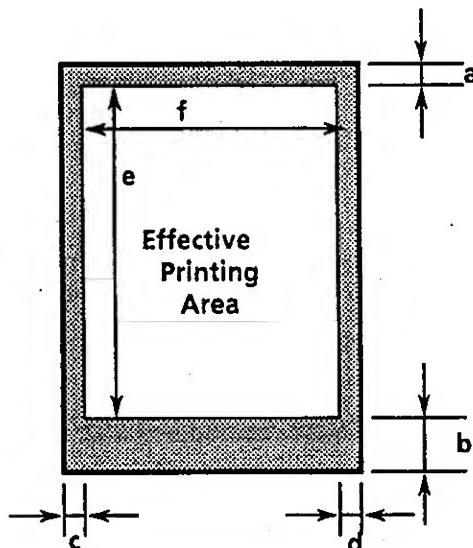
Paper Size	Margin "a" (Top)	Margin "b" (Bottom)	Margin "c" (Left)	Margin "d" (Right)	"e" Maximum Print Length	"f" Maximum Print Width
A4	1mm	13mm	1mm	1mm	283mm	208mm
Letter	1mm	13mm	4mm	4mm	265mm	208mm
Legal	1mm	13mm	4mm	4mm	342mm	208mm

NOTE

If you receive the same size of document as recording paper, document will be divided into separate pages if reduction mode is not used. (See page 4-15).

4.2.7.
PRINT REDUCTION

This machine uses A4, Letter or Legal size plain paper for recording. Oversized documents sent to you by the other party cannot be printed within a single page. When this occurs, the document will be divided into separate pages.

This machine is equipped with a Print Reduction function to solve this problem. You may select the most appropriate setting from the selections described below.

1. Fixed Reduction
   You may set the machine to reduce all received documents to a fixed reduction ratio from 70% to 100% in 1% steps.

2. Automatic Reduction
   Each page of a received document is first stored in memory. Based on the document length, this machine will automatically calculate the suitable reduction ratio (70% to 100%) to print the entire document on a single page. If the received document is extremely long (over 36% longer than the recording paper), document will be divided into separate pages when printing with no reduction.

   ### IMPORTANT !

   This mode requires the entire page to be received into memory before printout. However, this mode is disabled automatically and fixed reduction mode will be used in the cases described below:

   a) Available memory is low
      e.g. deferred transmission is stored in memory.
   b) Receiving documents with large amount of data
      e.g. photo sent by halftone mode.

How to Select the Print Reduction Mode

Set Fax Parameters as shown below. (See page 3-6)

1. To set Fixed Reduction mode.
   (1) No.15 Print Reduction set to "Fixed".
   (2) No.16 Reduction Ratio set to 94% or any number between 70% through 100%.
      Ex. A4 to A4 - 94%
          A4 to Letter - 88%
          Letter to Letter - 94%
          Legal to Letter - 73%   (See NOTE)

2. To set Automatic Reduction mode.
   (1) No.15 Print Reduction set to "Auto".
   (3) No.13 Recording Paper Size set to correct recording paper size to the physical size of the paper being used (A4, Letter or Legal).

NOTE
If sending side sets Header print onto outside copy area, more reduction is required.

4.2.8.
SUBSTITUTE RECEPTION

If the recording paper or ink runs out during reception, the machine automatically starts receiving into its image data memory. Stored documents are printed out automatically after replacing recording paper or ink cartridge.

When the machine finishes the memory reception and there is no recording paper(Info.code = 010) or ink(Info.code = 015), an Information Code appears on the display.

☒ ALARM
010

☒ ALARM
015
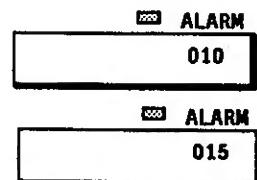
Install recording paper (see page 2-7) and press STOP or replace ink cartridge (see page 7-9).

The machine will automatically start printing out the document stored in the memory, which will be erased after printing is completed.

NOTE

1. *If the memory overflows, the machine will stop receiving and release the communication line.*

   The document(s) stored in the memory up to that moment will be printed out after replacing recording paper or ink cartridge.

2. *When a power failure occurs, the document information stored in memory will be lost and a Power Failure Report will be printed out. (see page 6-9).*

3. *If you wish to turn off the substitute reception function, change Fax Parameter No.17 to "Invalid" (see page 3-6).*

CAUTION

If the paper is jammed in the machine (machine will display Info. Code 001 or 002) and MEMORY light is on, DO NOT turn the power off when removing the jammed paper. Otherwise, the document stored in memory will be lost. (See page 7-6)

4.3.

MAKING COPIES

Before you send a document, you can make a copy of it to see what it will probably look like to the person who receives it.

1. Place the document face down on the ADF. Adjust the Document Guides.

```
-☆- ON LINE
┌──────────────────┐
│ 12-08-1992  12:00 │
└──────────────────┘
```

2. CLEAR/COPY

The machine begins making a copy.

4.4.

VOICE CONTACT AFTER SENDING / RECEIVING

You may want to talk to the other person over the telephone after sending or receiving documents. To do so, perform Step 1 while the machine is still sending or receiving.

Making Voice Contact after Sending/Receiving

1. SPACE TEL/DIAL

```
                      ON LINE
ID DISPLAY   ┌──────────────────┐
             │ ◄  212 555 1234  │
             └──────────────────┘
```

2. When sending/receiving is over and the other party replies with a Voice Contact request, you will hear a beep-beep-beep sound coming through the monitor speaker and the TEL/DIAL lamp starts blinking.

3. Lift up the handset.

4. SPACE TEL/DIAL

5. Talk.

Answering a Voice Contact Request

When you hear a beep-beep-beep sound coming through the monitor speaker and the TEL/DIAL lamp starts blinking, it means you are receiving a voice contact request. Reply by following the above procedure from Step 3.

5.1.

POLLING

Polling means calling other station(s) to retrieve a document. The other station must know in advance that you will call and must have a document set on the ADF or stored in the memory. You may need to set a polling password, shared by the other station, to ensure security.

How to Set the Polling Password

If the polling password does not match with polled station, your polling request will be refused automatically.

SET
3

`| 3          ---- |`

NOTE

1. *Polling might not function with all fax machines. We suggest you attempt a trial polling before you actually poll for important document.*

Enter four-digit password.
Ex : 9876

`| 3          9876 |`

2. *If you make a mistake in Step 2, use the < (ORIGINAL) or > (RESOLUTION) to move the cursor to the incorrect number, and then enter the new number over it. To erase the password, press CLEAR/COPY.*

◇ START

3. *If a password is not set in the polled station, you may poll the other station even through your machine has a password.*
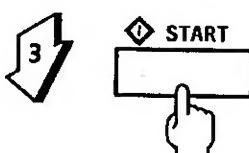
How to Poll

The following procedure lets you poll a document from one station. Be sure to set the polling password before polling.

POLLING

`| 12-08-1992   12:00 |`

Dial by pressing a One-Touch key, ABBR and two-digit code or TEL/DIAL and a full number.

Ex :   ABBR and 20

`| [20]        5551234 |`

◇ START

`| 5551234_ |`

NOTE

1. *You can verify if polling was successful or not by printing out a Communication Journal. Printout condition can be selected (OFF/ON/INC) before polling. See page 6-4 for details.*

5.2.

TIMER CONTROLLED TRANSMISSION

You can send a document to one or multiple stations at any fixed time within 24 hours by a Built-in timer. This machine has one timer for Timer Controlled Transmission,

How to Set Timer Transmission

1. Place the document face down on the ADF. Adjust the Document Guides.

`12-08-1992   12:00`

2. TIMER

`- :`

3. Enter start time from keypad.
(Use four-digit, 24-hour clock)
Ex : 0230

`02:30`

4. START

`[- ]`

5. MEMORY

(See NOTE 2)

6. Dial by pressing a One-Touch key, **ABBR** and two-digit code or any combination of these.
Ex :   One-Touch 02
ABBR and 15

`[02]     9-5551234`

`[15]     9-7824831`

7. START

to store the document into the memory.

`□□□□□      01`

The **TIMER** and **MEMORY** lamp will be lit until transmission actually takes place.

NOTE

1. *If you enter a wrong number in Step 3, press CLEAR/COPY, then re-enter the right number.*

2. *If you wish to perform Timer Transmission without storing into memory (memory may not be big enough for storing the entire document), skip step 5 and enter only one station in step 6. In this case the document will remain on the ADF for Timer Transmission at step 7.*

3. *You cannot use direct dialling in Step 6. All called stations for Timer Controlled Transmission must be set in advance in One-Touch / ABBR. Numbers.*

4. *To cancel the Deferred Communication settings, see page 5-3.*

How to Cancel Timer Transmission
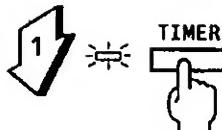
1 ☼ TIMER

`02:30`

2 To cancel Deferred Transmission,

CLEAR/COPY

`- :`
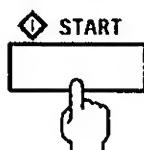
◇ START

`12-08-1992   12:00`

The **TIMER** lamp will go off and document stored in memory will be erased automatically.

How to Change Timer Transmission

1 ☼ TIMER

`02:30`

2a To change transmission time, enter the new transmission time and then press **START**.
EX : 0300

`03:00`

2b To delete a station, press < (**ORIGINAL**) or > (**RESOLUTION**) to find the station you want to delete, then press **CLEAR / COPY** to delete the displayed station.

`[02]    9-5551234`

To add a station, enter a station number by pressing a One-Touch key, or **ABBR** and two-digit code.

3 To store the new setting,

◇ START
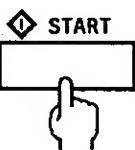
The machine returns to waiting mode for Timer Transmission.

6.1.

PRINT OUT JOURNALS AND LISTS

To help you maintain records of the documents you send and receive, as well as lists of the numbers you record, your facsimile machine is equipped to print out the following journals and lists: a 32 Transaction Journal, Individual Transmission Journal, Communication Journal, One-Touch/ABBR. No. List, Character Code Table, Fax Parameter List and a Power Failure Report.

32 Transaction Journal

The "Journal" is a record of the last 32 transactions (a transaction is recorded each time you send or receive a document). It is printed out automatically after every 32 transactions, but you can print it out manually in the following way :

Print Out Procedure

The machine starts printing out a Journal (see next page).
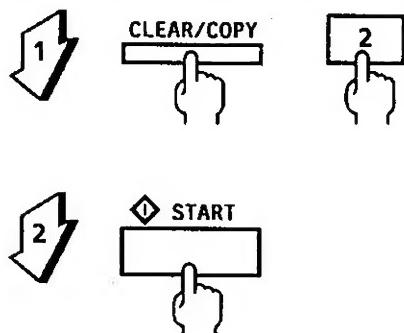
NOTE

If you wish to disable the print out of the 32 Transactions Journal automatically, change the Fax Parameter No. 18 to invalid. (See page 3-6)

Individual Transmission Journal (IND. XMT JOURNAL)

An Individual Transmission Journal contains information on the latest transmission.

Print Out Procedure
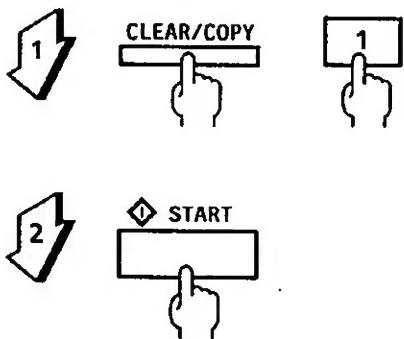
The machine starts printing out an Individual Transmission Journal (see page 6-3).

Sample Journal

```
*********************** -JOURNAL- **************  DATE 12-08-1992  *****  TIME 12:00  *********
                                               (1)                      (2)

(3)    (4)   (5)           (6)       (7)   (8)                   (9)     (10)      (11)
NO.    COM   PAGES         DURATION  X/R   IDENTIFICATION        DATE    TIME      DIAGNOSTIC

01     OK    001           00:00'22  XMT   SERVICE DEPT.         11-08   17:35     C0044903C0000
02     OK    003           00:01'17  RCV   111 222 333           11-08   17:41     C0044903C0000
03     OK    001           00:00'31  XMT   ACCOUNTING DEPT.      11-08   17:50     C0044903C0000
04     630   000/005       00:00'00  XMT   342345676            11-08   17:57     0800420000000
05     S-OK  000           00:00'34  XMT   12324567             11-08   18:35     0210260200000
06     OK    001/001       00:00'20  XMT   44567345             11-08   18:44     C8044B03C0000


31     OK    002/002       00:00'31  XMT   0245674533           12-08   08:35     C8044B03C1000
32     OK    003/003       00:01'32  XMT   ☎0353678980          12-08   08:57     C8044B03C1000


                                          (12)
                                          -SALES DEPT.                  -

*********************************************************** -12345678901234567890- *****************
                                                          (13)
```

Explanation of Contents

(1) Printout date

(2) Printout time

(3) Journal number : 01~32 (Does not always begin with 01 when printed out manually)

(4) Communication result : "OK" indicates that the communication was successful.
"S-OK" indicates that STOP was pressed during communication.
Three-digit information code (see page 7-4) appears when there was a problem.

(5) Number of pages transmitted or Received : The three-digit number is the number of pages successfully transmitted or received. When the documents are stored into memory, two three-digit numbers will appear. The first three-digit number represents the number of pages successfully transmitted. The second three-digit number represents the total number of pages that were attempted to be transmitted.

(6) Duration of communication

(7) Type of communication : "XMT" means Transmission
"RCV" means Reception
"POL" means Polling

(8) Remote station identification : Name : Recorded name in One-Touch or ABBR. Numbers or remote station's ID number.
☎number : Dialled telephone number
Number : Remote station's ID number.

(9) Communication date

(10) Communication Start time

(11) Diagnostic : For service personnel only

(12) Own LOGO : Up to 25 characters

(13) Own ID number : Up to 20 digits

Sample Individual Transmission Journal (IND. XMT JOURNAL)

```
**************** -INO.XMT JOURNAL- ************* DATE 12-08-1992 ***** TIME 12:00 *********
              JOURNAL No.   = 21 (1)
              DATE/TIME     = 12-08-1992 09:00 (2)
              DURATION      = 00:00'16 (3)
              COMM.RESULT   =   OK (4)
              PAGES         = 001  (5)
              MODE          = TRANSMISSION (6)
              DESTINATION   = [01] / 37  /ABCDEFG (7)
              RECEIVED ID   =       (8)
              RESOLUTION    = STD  (9)
                                        (10)
                                        -SALES DEPT.
**************************************************************** -12345678901234567890- ***************
                                        (11)
```

Explanation of Contents

(1) Journal number
(2) Transmitted date and time
(3) Duration of communication
(4) Communication result   : "OK" indicates that the transmission was successful.
                                                "S-OK" indicates that STOP was pressed during transmission.
                                                Three-digit information code (see page 7-4) appears when there was a problem.
(5) Number of pages transmitted or   : The three-digit number is the number of pages successfully transmitted or received.
    Received   . When the documents are stored into memory, two three-digit numbers will appear. The
                                                first three-digit number represents the number of pages successfully transmitted. The
                                                second three-digit number represents the total number of pages that were attempted to
                                                be transmitted.
(6) Type of communication   : Transmission or memory transmission
(7) Remote station identification   : If a One-Touch or ABBR key was used for the transmission :
                                                     One-Touch or ABBR. No. / Telephone Number / Recorded Name
                                                If not : Telephone number
(8) Received remote station's ID   : ID number
(9) Resolution   : "STD" means standard resolution
                                                "FINE" means fine resolution
(10) Own LOGO   : Up to 25 characters
(11) Own ID number   : Up to 20 digits

Communication Journal (COMM. JOURNAL)

A Communication Journal lets you verify if transmission or polling communication was successful or not. You can select printout condition as follows;

When you set COMM. JOURNAL = ON, a Communication Journal is printed out automatically after every communication.

When you set COMM. JOURNAL = INC., a Communication Journal is printed out automatically only if the communication has failed.

However, when you set COMM. JOURNAL = OFF, a Communication Journal is not printed out at all.

1 SET # TONE *

```
--
```

2 0 5

```
05          [3] 3
```

3 Press 1, 2 or 3. (OFF/ON/INC)
EX: 2 for ON.

```
05          [3] 2
```

4 ◇ START ⊘ STOP
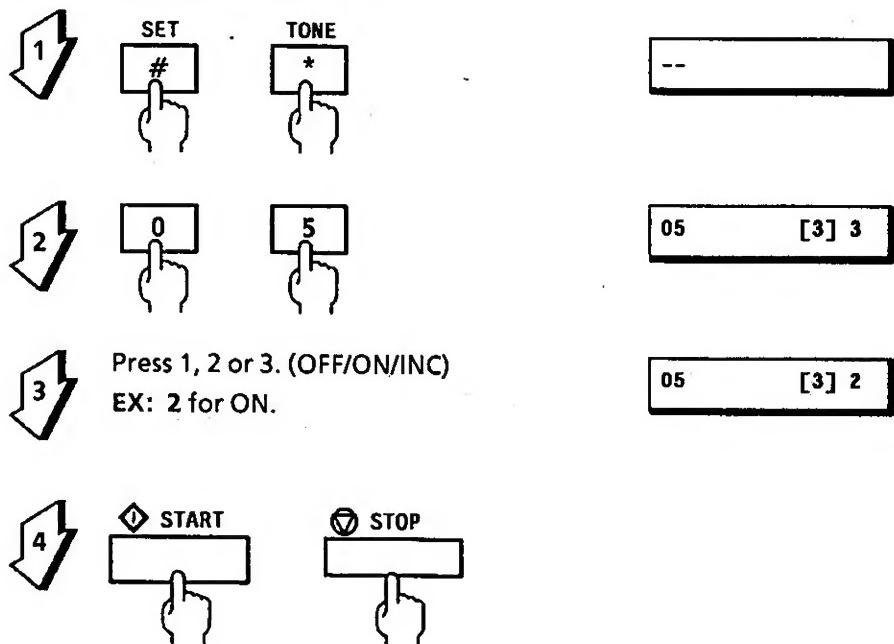
Sample COMM. JOURNAL

```
*********************** -COMM. JOURNAL- ******** DATE 12-08-1991 ***** TIME 12:00 **** P.1
    (1)                                          (2)                  (3)
    MODE = MEMORY TRANSMISSION                   START=12-08 11:50    END=12-08 12:00


    (4)    (5)   (6)    (7)               (8)
    NO.    COM   ABBR   STATION NAME/     PAGES
                        TELEPHONE NO.

    001    OK    [01]   SERVICE DEPT.     001/001
    002    OK    [02]   SALES DEPT.       001/001
    003    OK    [03]   ACCOUNTING DEPT.  001/001
    004    INC   ☎      021 111 1234      000/001



                                 (9)
                                 -SALES DEPT.                    -

*********************************************************** -12345678901234567890- *****************
                                                           (10)
```

Explanation of Contents

(1) Indication of communication mode

(2) Starting time of communication

(3) Ending time of communication

(4) Communication number

(5) Communication result : "OK" indicates that the transmission was successful.
"INC" indicates that the transmission was not completed.

(6) Abbreviated number or ☎ mark : ☎ mark indicates dialled by direct number dial.

(7) Recorded name in One-Touch, ABBR. Number or direct dialling number

(8) Number of pages transmitted or received : The three-digit number is the number of pages successfully transmitted or received.
When the documents are stored into memory, two three-digit numbers will appear. The first three-digit number represents the number of pages successfully transmitted. The second three-digit number represents the total number of pages that were attempted to be transmitted.

(9) Own LOGO : Up to 25 characters

(10) Own ID number : Up to 20 digits

One-Touch / ABBR. No. List

To print out a One-Touch/Abbreviated Number List of the telephone numbers you have stored.

Print Out Procedure

1 CLEAR/COPY
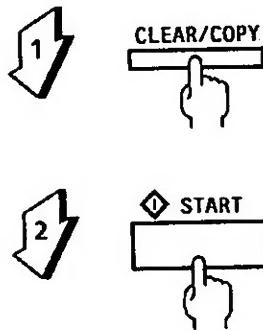
2 ◇ START

The machine starts printing out a One-Touch/Abbreviated Number List.

Sample One-Touch / ABBR. No. List

```
***************** -ONE-TOUCH/ABBR.NO.LIST- ****** DATE 12-08-1992 ***** TIME 12:00 ****P.1

     (1)          (2)              (3)
     ABBR.NO.     STATION NAME     TELEPHONE NO.

     [01]         SERVICE DEPT.    121 555 1234
     [02]         SALES DEPT.      222 666 2345
     [03]         ACCOUNTING DEPT. 313 333 3456


  NO. OF STATIONS = 04  (4)

                                    (5)
                                   -SALES DEPT.

********************************************************* -12345678901234567890- *****************
                                          (6)
```

Explanation of Contents

(1) Abbreviated number or One-Touch number
(2) Station name recorded in the machine   : Up to 15 characters
(3) Telephone number recorded in the machine   : Up to 36 digits
(4) Number of recorded ABBR. and One-Touch numbers.
(5) Own LOGO   : Up to 25 characters
(6) Own ID number   : Up to 20 digits

Character Code Table

To print out a copy of the Character Code Table, which is used to record your LOGO, etc.,

Print Out Procedure

1. CLEAR/COPY   3
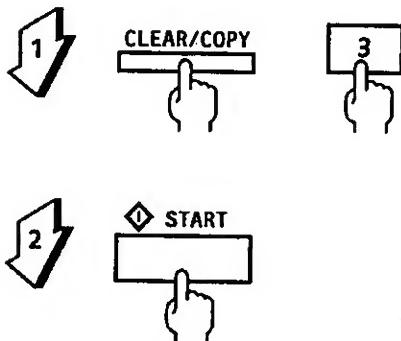
2. ◇ START

The machine starts printing out a Character Code Table.

Sample Character Code Table

```
****************** -CHR. CODE TABLE- ********** DATE 12-08-1992 **** TIME 12:00 **********

CHR.      A     B     C     D     E     F     G     H     I     J     K     L     M
(CODE)   (10)  (11)  (12)  (13)  (14)  (15)  (16)  (17)  (18)  (19)  (20)  (21)  (22)

CHR.      N     O     P     Q     R     S     T     U     V     W     X     Y     Z
(CODE)   (23)  (24)  (25)  (26)  (27)  (28)  (29)  (30)  (31)  (32)  (33)  (34)  (35)

CHR.      Å     Ä     Ö     Ü
(CODE)   (36)  (37)  (38)  (39)

CHR.      a     b     c     d     e     f     g     h     i     j     k     l     m
(CODE)   (40)  (41)  (42)  (43)  (44)  (45)  (46)  (47)  (48)  (49)  (50)  (51)  (52)

CHR.      n     o     p     q     r     s     t     u     v     w     x     y     z
(CODE)   (53)  (54)  (55)  (56)  (57)  (58)  (59)  (60)  (61)  (62)  (63)  (64)  (65)

CHR.      å     ä     ö     ü     è     é
(CODE)   (66)  (67)  (68)  (69)  (70)  (71)

CHR.      0     1     2     3     4     5     6     7     8     9
(CODE)   (00)  (01)  (02)  (03)  (04)  (05)  (06)  (07)  (08)  (09)

CHR.     (SP)   .     ,     '     :     ;     /     #     &     -     (     )     *
(CODE)   (72)  (73)  (74)  (75)  (76)  (77)  (78)  (79)  (80)  (81)  (82)  (83)  (84)

CHR.      +     !     "     $     %     <     =     >     ?     @     [     ]     .
(CODE)   (85)  (86)  (87)  (88)  (89)  (90)  (91)  (92)  (93)  (94)  (95)  (96)  (97)

CHR.      -     `
(CODE)   (98)  (99)

                              -SALES DEPT.              -

************************************************ -12345678901234567890- ******************
```

FAX Parameter List

To print out the FAX Parameter List.

Print Out Procedure

1 CLEAR/COPY   TONE *
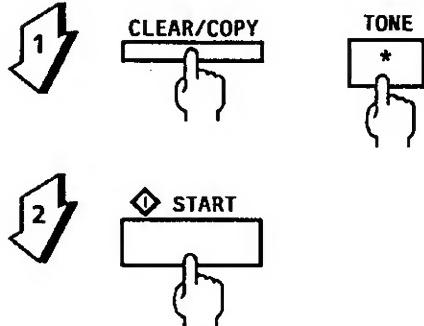
2 ◇ START

NOTE

1. The contents of Fax Parameter List may vary depending on each country regulation.

The machine starts printing out a Fax Parameter List.

Sample FAX Parameter List

```
******************** -FAX PARAMETER LIST- ****** DATE 12-08-1992 ***** TIME 12:00 *********
(1)                (2)                (3)                                      (4)        (5)
PARAMETER          DESCRIPTION        SELECTION                                CURRENT    STANDARD
NUMBER                                                                         SETTING    SETTING
  01               RESOLUTION (HOME)  (1:Standard   2:Fine)                       2          1
  02               ORIGINAL (HOME)    (1:Normal     2:Dark      3:Halftone)       1          1
  03               (NO FUNCTION)
  04               (NO FUNCTION)
  05               COMM. JOURNAL      (1:Off        2:On        3:Inc)            3          3
  06               DIALLING METHOD    (1:Pulse      2:Tone)                       2          2


  18               AUTO JOURNAL PRINT (1:Invalid    2:Valid)                      2          2
  19               KEY BUZZER VOLUME  (1:Soft       2:Loud)                       2          2
  20               DIAGNOSTIC PASSWORD                                          (nnnn)
  21               TELEPHONE LINE     (1:PSTN       2:PBX)                        1          1
  22               (NO FUNCTION)
  23               PSTN ACCESS CODE                                             (0)
  24               (NO FUNCTION)
  25               (NO FUNCTION)
  --               OPTION MEMORY                                               (256K+None) (6)
                                            (7)
                                            -SALES DEPT.

******************************************************** -12345678901234567890- ******************
                                            (8)
```

Explanation of Contents

(1) Parameter number

(2) Description   : "(HOME)" means home position setting.

(3) Selection

(4) Current setting   : "nnnn" indicates Diag. Password

(5) Standard setting   : Factory preset standard setting

(6) Memory sizes   : (Base memory + Option memory)

(7) Own LOGO   : Up to 25 characters

(8) Own ID number   : Up to 20 digits

Power Failure Report

If a power failure occurs, the document information stored in the machine's memory will be lost. In this case a Power Failure Report will be printed out automatically after the Power is turned ON again. The report is not printed out if there were no documents stored in the memory.

Sample Power Failure Report

```
********************** -PWR FAILURE REP- ******* DATE 12-08-1992 ***** TIME 12:00 **** P.1
            POWER FAILURE OCCURRED


            FROM *** 12-08-1992 10:00'24 *** (1)


              TO *** 12-08-1992 12:00'26 *** (2)
         FOLLOWING FILE HAS BEEN LOST.
                     (3)           (4)             (5)
                     ABBR          STATION NAME/   PAGES
                                   TELEPHONE NO.

                     [04]          ENGINEERING DEPT.  001/005

                                            (6)
                                            -SALES DEPT.          -
         *****************************************************-12345678901234567890- ******************
                                            (7)
```

Explanation of Contents

(1) Power failure date and time
(2) Power return date and time
(3) One-Touch number, ABBR. number
(4) Station name in the One-Touch/ABBR. key or telephone number
(5) Number of pages stored : The first three-digit number represents the number of pages successfully transmitted. The second three-digit number represents the number of pages stored into memory.
(6) Own LOGO : Up to 25 characters
(7) Own ID number : Up to 20 digits

7.1.
PROBLEM SOLVING

If You Have Any of These Problems

During Installation Problem

During Transmission Problems

Transmission Copy Quality Problems

During Reception Problems

Symptom	Action
The display is blinking	Battery discharged completely. May happen at first installation. After setting the clock, blinking will stop.
Document Doesn't Feed / Multiple Feed	1. Check that your document is free of staples and paper clips and that it is not greasy or torn. 2. Check that your document is the right type to send through a fax machine by consulting the list on "Documents You Cannot Send", page 4-1. If your document has the characteristics listed, make a photocopy of your document and send the copy instead. 3. Check that the document is loaded properly, See page 4-2. 4. Adjust the ADF Pressure Plate, see page 7-12.
Document Jam	The information code 031 will appear on the display if the document becomes jammed. To clear the jam, see page 7-7.
Vertical Lines on the Transmitted Document	Check own copy quality. If copy is OK, your machine has no problem, report to receiving party that they have a problem. If copy is NG, Clean the Scanning Plate and Glass, see page 7-8.
Transmitted document is Blank	1. Make sure the document is set face down. 2. Check own copy quality. If copy is OK, your machine has no problem, report to receiving party that they have a problem.
No Recording Paper	The information code 010 will appear on the display if the paper runs out. To load the paper, see page 2-7.
Recording Paper Jam	The information code 001 or 002 will appear on the display if the paper gets jammed. To clear the jam, see page 7-6.
Recording Paper doesn't Advance into machine	1. Make sure that there is paper in the Paper Supply Tray. Follow instructions for loading paper, see page 2-7. 2. Make sure that there is enough paper in the Paper Supply Tray. 3. Make sure that the paper tray extender is holding the paper against the machine, see page 2-7. 4. Make sure that paper is loaded squarely in the Paper Supply Tray, with the right side of the paper flush against the right side of the Paper Supply Tray. And also paper width lever is set at the proper paper size position, see page 2-7.
Recording paper doesn't eject after printing	1. Make sure that the printing process has completed. Printing time may be slower than receiving time. 2. Check to see if the recording paper jammed inside of the machine.

	Symptom	Action
During Reception Problems	Document Auto reduction doesn't work	1. Check if Fax Parameter No. 13 Recording Paper size setting is set properly. 2. Check the Fax Parameter settings, see page 3-6 "Print Reduction".
	Out of Ink	The information code 015 will appear on the display if the Print Cartridge runs out of ink. To replace the Print Cartridge, see page 7-9.
Print Copy Quality Problems	Print is too dark or too light	Try changing Fax Parameter No.14 Print Quality Setting, see page 3-6.
	Vertical Lines Printing on the received Document	Printout a journal report (e.g. **CLEAR/COPY, 2** and **START**) and check quality to make sure if your machine has trouble or not. If Journal report quality is OK, your machine has no problem, report to sending party that they have a problem. If copy is NG, Clean the Print Cartridge, see page 7-10.
	Fuzzy Print	1. Make sure you are using the correct paper for the best possible print quality. See page 8-2. 2. Try reversing the recording paper to the other side.
	Missing Dots or Lines / Inconsistent Darkness within Print	1. Make sure you are using the correct paper for the best possible print quality. See page 8-2. 2. Clean the Print Cartridge, see page 7-10. 3. Replace Print Cartridge, see page 7-9.
	Fading Print	Your print cartridge may be running out of ink. Replace Print Cartridge, see page 7-9.
	Faint Print	You may need to choose a different paper for the best possible print quality. See 8-2.
Communication Problems	No Dial Tone	1. Check the connection of telephone line. 2. Check the telephone line. See page 7-13.
	No auto answer	1. Check the connection of telephone line. 2. Check Reception mode setting. See page 4-9. 3. Check if machine is printing or not. If machine is printing received document from memory, machine cannot receive until printing is completed.
	Cannot Transmit or receive	An information code will be shown on the display. Refer to the information code table to find out the trouble.
No unit operation	"POWER" LED is not lit	Check the connection of power cord and the position of Power Switch.
	No unit operation	To reset the machine, turn off the Power Switch then turn on again.

	Symptom	Action
TAM Interface Trouble (in Auto Switching Mode)	Cannot utilize the remote turn-on feature of the telephone answering machine. The fax machine always answer after 8 rings.	This feature is not compatible. The fax machine is designed to answer after 8 rings if TAM does not answer.
	Fax machine will not start up when the telephone answering machine is set to give only an outgoing message (OGM).	TAM with outgoing message (OGM) only is not compatible. The fax machine will work with a TAM that will record Incoming Message (ICM).
	A beep... beep sound is recorded on the telephone answering machine.	Speak a little slower between each word while recording an outgoing message (OGM).
	Fax machine starts up in the middle of the outgoing message even though the caller wants to leave a voice message.	Make sure the outgoing message (OGM) does not have a silent pause longer than 3 seconds.
	Cannot record any incoming message (ICM). The fax machine always starts up at the end of the OGM and before the tape advances to the end of last ICM.	If your TAM uses a single cassette tape to give OGM and record ICM, set fax Parameter No. 12 to off (silent detection). However, you may not able to receive fax message from machine that does not send CNG signal (a short beep tone every 3 seconds).
	Cannot receive from machine that does not send CNG signal (a short beep tone every 3 seconds) after dialling.	Set fax Parameter No. 12 to on (silent detection).
	Cannot retrieve message from the answering machine remotely, the fax machine always starts up after the command code is inputted.	After the command code is inputted, press a digit on the telephone keypad approx. every 2 seconds until you start hearing your message. Select a digit that does not correspond to any of the remote functions of your telephone answering machine. Refer to your answering machine's operation guide.
	Cannot receive fax message, but can record voice message.	Check your outgoing message, if it is too long, the calling fax machine may be time out. Try shorten your outgoing message to less than 15 seconds, or ask the calling party to program your telephone number in their fax machine with 3 pauses and "#" at the end. (ex. 555 1212 PAUSE PAUSE PAUSE #)
TAM Interface Trouble (in Fax Mode)	Fax machine will not start to receive with the telephone answering machine in the auto-answer mode.	Increase the number of ringing detection on the telephone answering machine.

Information Codes

When something unusual occurs, the display may show one of the
Information Codes below. These will help you fix the problem.

Info. Code	Meaning	Action
001/002	Recording paper jam.	Remove jammed paper. (See page 7-6)
010	No recording paper.	To load the paper. (see page 2-7)
014	Print Cartridge is not attached.	Attach the Print Cartridge. (see page 2-5)
015	Out of Ink.	Replace the Print Cartridge. (see page 7-9)
030	Document misfeeding.	1. Reload the document properly. (see page 4-2.) 2. Remove document jam. (see page 7-7.) 3. Adjust ADF. (see page 7-12.)
031	Document paper is too long or jammed. Document length exceeds 78.8 inches (2 meters).	1. Reload the document properly. (see page 4-2) 2. Remove document jam. (see page 7-7)
060	Cover is opened.	Close the Cover.
061	ADF Door is opened.	Close the ADF Door.
400	During initial handshake, receiving station did not respond or communication error occurred.	1. Check with other party. 2. Reload the document and send again.
402	During initial handshake, communication error occurred.	Reload the document and send again.
403	No polling capability at the remote side.	Ask remote side to set "POLLED = ON".
404/405	During initial handshake, communication error occurred.	Reload the document and send again.
407	No confirmation from the receiving station for the previous page sent.	Wait a few minutes and send again.
408/409	Remote side confirmation of previous page is illegible.	Wait a few minutes and send again.
411	Polling password does not match.	Check polling password. (see page 5-1)
412	No data from the transmitting side.	Check with the other party.
414	Polling password does not match.	Check polling password. (see page 5-1)
415	Polling transmission error.	Check polling password. (see page 5-1)
416/417 418/419	Received data has too many errors.	Check with the other party.
420	Machine goes to receiving mode, but receives no command from the transmitting side.	1. Remote side misdial. 2. Check with the other party.
422/427	Interface is incompatible.	Check with the other party.
430/434	Communication error occurred while receiving.	Check with the other party.
436/490	Received data has too many errors.	Check with the other party.
492/493 494	Communication error occurred while receiving.	Check with the other party.
495	Telephone line disconnected.	Check with the other party.

| Info. Code	Meaning	Action
540/541 542 543/544	Communication error occurred while transmitting.	1. Reload the document and send again. 2. Check with the other party.
550	Telephone line disconnected.	Check with the other party.
552/553 554/555	Communication error occurred while receiving.	Check with the other party.
623	No document was on the ADF.	Reload the document and send again.
630	Redial was not successful due to a busy line or no response from the called station.	Reload the document and send again.
631	During dialling, STOP was pressed.	Reload the document and send again.
634	Redial was not successful due to a busy line or no response from the called station.	Reload the document and send again.
638	Power failure occurred during the communication. -	Check the power supply cord and plug.
640	The telephone is off the hook after communication is completed.	Hang up the telephone or press the "STOP" button to stop the alarm sound if you wish to carry on a conversation with the other party
870	Memory overflow occurred while storing documents into memory for transmission.	Transmit documents without storing into memory.
879	Memory overflow occurred while documents receiving into memory. Receiving documents with data that is greater than the memory size.	1. Check recording paper and print cartridge, see page 2-7 and 7-9.
975	DRAM parity error.The document information in memory is lost.	1. Unit will print out a Power Failure Report. 2. Resend the lost document.

Clearing Recording Paper Jam

If the recording paper becomes jammed in the machine, the display will show Information Code 001 or 002. To clear the jam, follow the procedure below.

1. Remove the Document Return Tray, Paper Exit Tray and paper from the Paper Supply Tray.
   Open the ADF Cover and then the Printer Cover (see **CAUTION 1**).

CAUTION 1

DO NOT turn the power off when the MEMORY light is lit.
Otherwise, the data stored in memory will be lost.

Printer Cover

ADF Cover

Document Return Tray

Paper Supply Tray

Paper

Paper Exit Tray
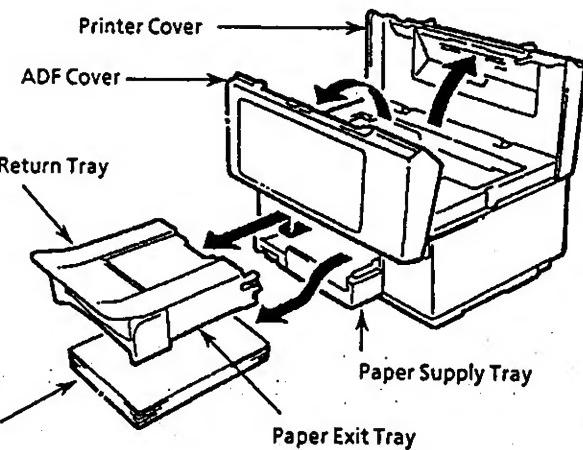
2. Tear off any paper Ⓐ beyond the Guide Plate by using the guide as a tear edge.
   Reach inside and gently pull the remaining paper Ⓑ from around bottom of the Feed Roller. (see **CAUTION 2**)

CAUTION 2

DO NOT pull the jammed Paper from the end of the Ⓐ side. It may cause damage to the machine.

If you cannot reach the paper from Ⓑ side, carefully and slowly pull the paper from Ⓐ side.
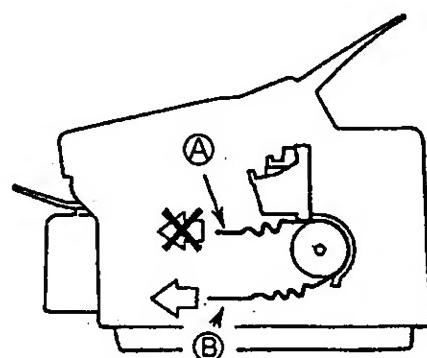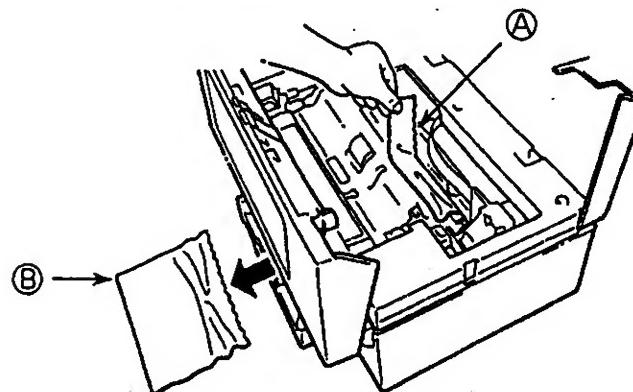
Clearing a Document Jam   If a document becomes jammed in the machine, the display will show the Information Code 031.

To clear the jam, follow the procedure below.

1. Remove the document from the ADF.
2. Push the Latch Button on the upper left side of the Control Panel and open the ADF Door.
3. Remove the jammed paper.
4. Close the ADF Door.

Latch Button

ADF Door

Jammed Paper
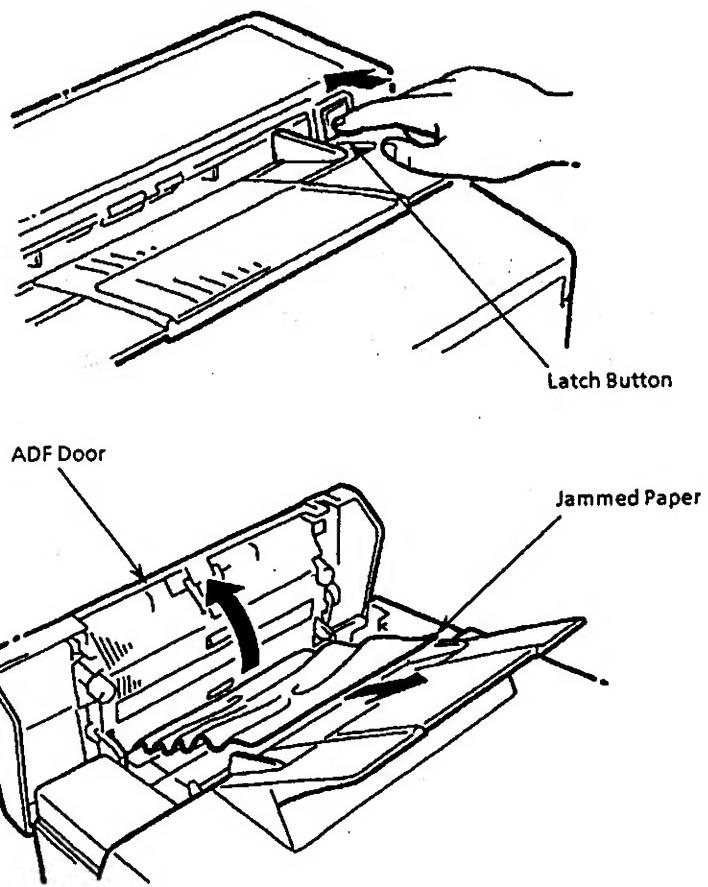
Cleaning the Scanning Plate and Scanning Glass

If the receiving party reports that the received documents were black, or contained black lines, try making a copy on your unit. If the copy is black or has black lines, the Contact Image Sensor unit or the Scanning Roller is probably dirty or defective and must be cleaned.

To clean the Scanning Plate or the Scanning Glass, follow the procedure below,

1. Push the Latch Button on the upper left side of the Control Panel and open the ADF Door.

2. Wipe the Scanning Plate and Scanning Roller gently with a soft cloth. Be sure to use a clean cloth, the Scanning Glass can be easily scratched.

ADF Door

Scanning Glass

Scanning Plate
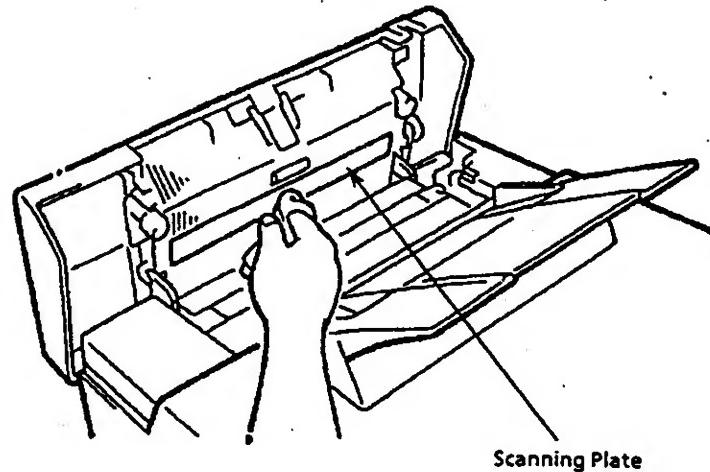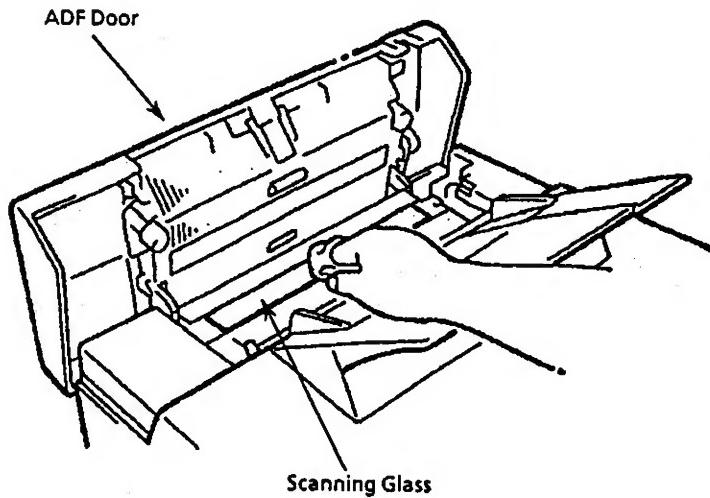
3. Close the ADF Door.

Replacing Print Cartridge

When the ink decreases to a level requiring replacement, the display shows the Information Code 015.

To replace the Print Cartridge, follow the procedures below;

1. Open the ADF Door and Printer Cover.
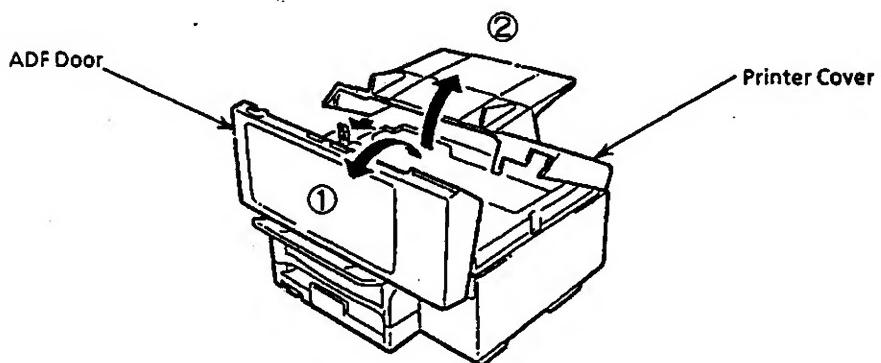
2. Place your thumb on the back of the cartridge cradle (the side closest to you) and your forefinger in the groove on the cartridge top. Squeeze your thumb and forefinger together until the cartridge "pops" loose. Lift the cartridge out of the cradle by the green arrow on the top of the cartridge and discard it.
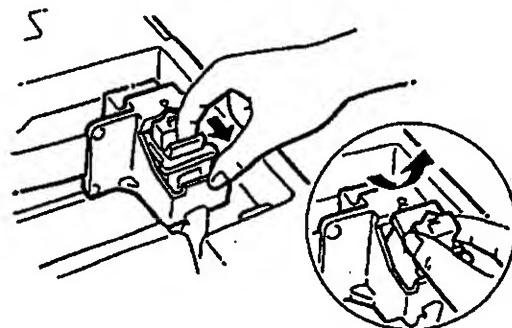
CAUTION

The ink in the Print Cartridge may be harmful to children if swallowed. Keep new or used cartridges out of the reach of children and immediately discard used cartridge.

3. Set new cartridge, then close Printer Cover and ADF Door.

Maintaining Print Quality : Keep the print cartridge in the cradle at all times. Removing the cartridge will expose it to air, causing the ink to evaporate, and degrade the print quality.

Keep the print cartridge in its "home" position when the printer is not being used. Leaving it out of position will cause the ink to evaporate quickly.

Storing Print Cartridge : The following instructions will help you when storing unused print cartridges.

- Keep the print cartridge in its sealed container until you are ready to use it.
- Store the print cartridge container at room temperature.
- Check the expiration date on the cartridge package and use before that date.
- Install the print cartridge in the cradle immediately after opening the sealed container.

Cleaning the Print Cartridge Contact

If the received document has dots or lines missing, check the Print Cartridge. It is probably dirty and must be cleaned.

To clean the Print Cartridge, follow the procedure below.

1. Turn off the power and open the ADF Door and Printer Cover.
2. Remove the print cartridge from the cradle and re-install it. If print has not improved, try step 3.
3. Remove the print cartridge from the cradle. Gently clean the contacts on the print cartridge and the contacts on the printer cradle with a swab moistened only with water.

   DO NOT clean the "nose" of the print cartridge.

   Re-install the print cartridge and re-evaluate the print quality.

Print Cartridge Contact

Swab

Nose

Cradle Contact
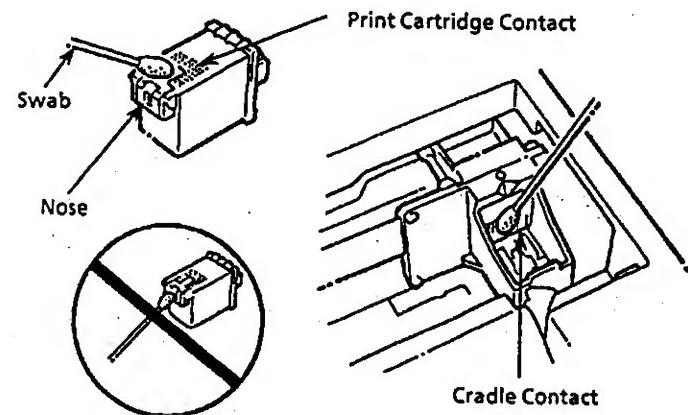
Removing Dried Ink from the Print Cartridge

If print cartridge is exposed to air for an extended period of time, a layer of dried ink will form a crust on the nose of the print cartridge. If this occurs, follow the steps below to remove the dried ink from the nose of the print cartridge.

1. Hold the print cartridge over a waste bin so that the nose of the print cartridge is pointed toward the waste bin.
2. Gently scrape the dried ink with the edge of a 80mm x 130mm business card or other rigid paper stock so that the dried ink falls into the waste bin.

   DO NOT use a swab to remove dried ink from print cartridge.


Business Card or Rigid Paper

Dried ink
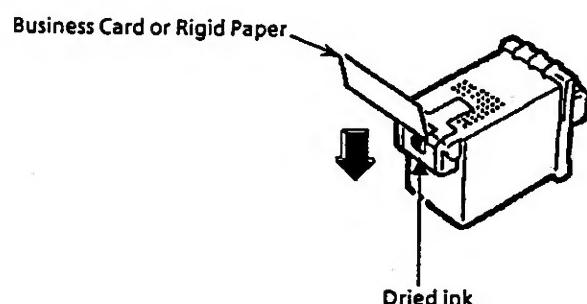
Cleaning the Drain Pan

To prevent spillage, always clean the Drain Pan of excess ink before moving the machine.

To clean the Drain Pan, follow the procedure below.

1. Turn off the power and open the ADF Door and Printer Cover.
2. Slide the Print Cartridge Cradle to the left.
3. Inspect the Drain Pan for excess ink. If necessary, clean up the excess ink with a swab or a paper towel.

Print Cartridge

Drain Pan
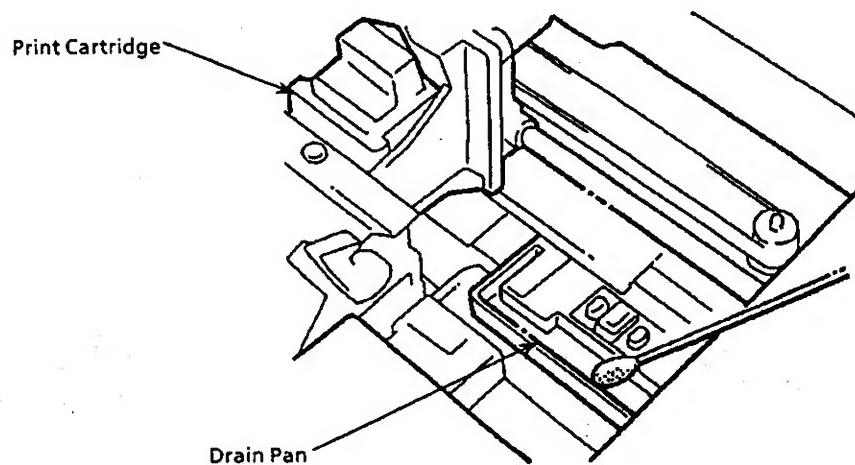
## Adjusting the Automatic Document Feeder (ADF)

If document misfeeding occurs frequently, we suggest you adjust the ADF.

To adjust the ADF, follow the procedure below.

1. Push the Latch Button on the upper left side of the Control Panel and open the ADF Door.

Latch Button
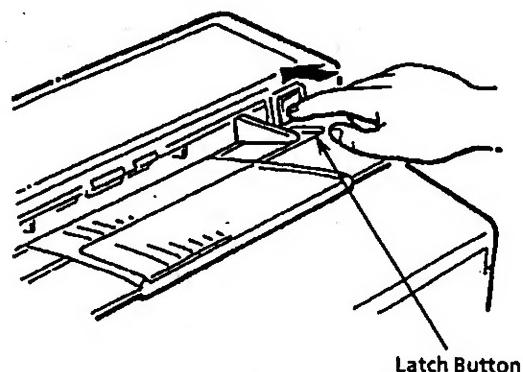
2. Slide the Pressure Adjusting Lever.

Pressure Adjusting Lever
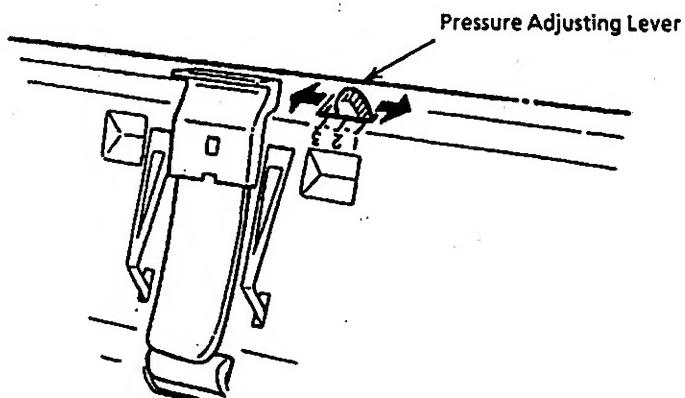
| Position	Condition
3	To prevent multiple feed trouble
2	Standard position
1	To prevent no feed trouble

3. Close the ADF Cover.

Checking the Telephone Line

When you do not hear a dial tone through the telephone connected to the machine or when the telephone does not ring (No automatic receive).

(a) Unplug the Telephone Line Cord from the telephone jack that was supplied by the telephone company.
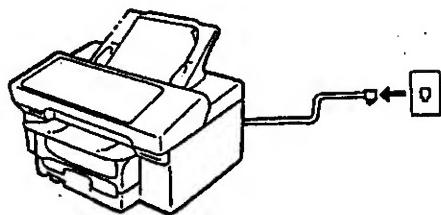
(b) Plug a different regular telephone into the telephone jack that was supplied by the telephone company.
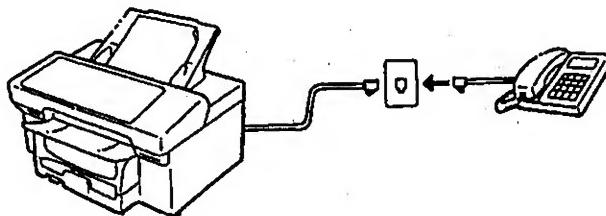
(c) Check for dial tone through the handset. If there is still no dial tone, report it to your local telephone company.

Call from another telephone to this number. If the telephone does not ring, report it to your local telephone company.

Chapter 8. APPENDIX

8.1.

SPECIFICATIONS

Compatibility	CCITT Group 3
Scanning Method	Flat bed scanning with CCD type image sensor
Document Size	Max.: 216mm × 2000mm (with operator's assistance) Min. : 148mm × 128mm
Document Thickness	Single sheet : 0.06mm to 0.15mm Multiple sheets: 0.06mm to 0.12mm
ADF Capacity (Automatic Document Feeder)	Built-in, up to 20 sheets (Average thickness, 0.06mm to 0.15mm)
Effective Scanning Width	208mm
Recording Method	Thermal Inkjet Recording Head
Recording Paper	Plain Paper
Recording Paper Size	A4/Letter/Legal
Effective Recording Size	Letter : 208mm × 265mm A4 : 208mm × 283mm Legal : 208mm × 342mm
Recording Paper Capacity	Approx. 100 sheets (using 0.12mm paper)
Resolution	(Scanner) Standard : 8 pels/mm × 3.85 lines/mm Fine : 8 pels/mm × 7.7 lines/mm (Printer) 11.8 pels/mm × 11.8 lines/mm (300pels/inch × 300lines /inch)
Coding Scheme	MH, MR, MMR (Conform to CCITT)
Modem Speed	9600, 7200, 4800, 2400bps
Abbreviated Dialling Memory Capacity	50 stations (including 16 One-Touch keys) Each station can register up to 36 digits for each telephone number (including pauses and spaces) and up to 15 characters for each station name

Image Memory Capacity	\<Base Memory\> Approx. 12 pages \<Option Memory\> M II : Base memory plus Approx. 30 pages M III : Base memory plus Approx. 60 pages M IV : Base memory plus Approx. 120 pages (Based on CCITT Test Chart No.1 using Standard Resolution.)
Power Supply	180 ~ 264 VAC, 47 ~ 63Hz, Single Phase
Power Consumption	Standby : Approx. 13W Transmission : Approx. 25W Reception : Approx. 23W Copy : Approx. 34W
Dimensions	452 mm(W) × 380 mm(D) × 230 mm(H) (excluding projections)
Weight	Approx. 11 Kg (excluding Recording Paper)
Operating Environment	Temperature : 41 to 95°F (5 to 35°C) Relative Humidity : 20 to 80%

8.2. RECORDING PAPER SPECIFICATION

In general, most bond papers will produce excellent results. Most photocopy papers will also work very well. There are many "name" and "generic" brands of paper available. We recommend that you test various papers until you obtain the results you are looking for.

The following table summarizes the major specifications to consider when selecting white or colored paper.

Basic Weight	60 to 90 g/m2
Cut Edge Conditions	Cut with sharp blades with no visible frayed edges
Finishing Dimensions	± 0.8mm of nominal, corners 90° ± 0.2°
Grain	Long grain
Moisture Content	4% to 6% by weight
Opacity	84% minimum
Packing	Polylaminated moisture-proof ream wrap
Sizes	A4 : 210mm × 297mm Letter : 216mm × 280mm Legal : 216mm × 356mm
Type	Cut sheet
Wax Pick	304.8mm minimum (Dennison)

NOTE

It is possible that paper could meet all of the specifications listed in this table and still not print well because of the variations in paper manufacturing. Therefore, we recommend that you test paper thoroughly before purchasing.

8.3.
CHARACTER CODE
TABLE

Character	A	B	C	D	E	F	G	H	I	J	K	L	M
Code	10	11	12	13	14	15	16	17	18	19	20	21	22
Character	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Code	23	24	25	26	27	28	29	30	31	32	33	34	35
Character	Å	Ä	Ö	Ü									
Code	36	37	38	39									

Character	a	b	c	d	e	f	g	h	i	j	k	l	m
Code	40	41	42	43	44	45	46	47	48	49	50	51	52
Character	n	o	p	q	r	s	t	u	v	w	x	y	z
Code	53	54	55	56	57	58	59	60	61	62	63	64	65
Character	å	ä	ö	ü	è	é							
Code	66	67	68	69	70	71							

Character	0	1	2	3	4	5	6	7	8	9			
Code	00	01	02	03	04	05	06	07	08	09			

Character	Space	.	,	'	:	;	/	#	&	-	(	)	*
Code	72	73	74	75	76	77	78	79	80	81	82	83	84
Character	+	!	"	$	%	<	=	>	?	@	[	]	^
Code	85	86	87	88	89	90	91	92	93	94	95	96	97
Character	—	`											
Code	98	99											

NOTE
1. To enter a space, input character code 72 or press SPACE key on the control panel.

8.4.

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